



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D.C.

June 2, 1961.

MEMORANDUM NO. 1456

Budget Committee

For the purpose of considering budget estimates and related matters, and developing recommendations to the Secretary with respect thereto, there is hereby established a Budget Committee consisting of the following:

Under Secretary, Chairman
Assistant Secretaries
Director, Agricultural Credit
Director, Agricultural Economics
Administrative Assistant Secretary
Budget Officer of the Department

In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1378, dated May 13, 1955, is hereby superseded.

Secretary



Growth Through Agricultural Progress

COMMITTEES 5-1 (Budget)



June 2, 1931

MEMORANDUM NO.

Budget Committee

For the purpose of considering budget estimates and related matters, and developing recommendations to the Secretary with respect thereto, there is hereby established a Budget Committee consisting of the following:

Under Secretary, Chairman

Assistant Secretaries

Director, Agricultural Credit

Director, Agricultural Economics

Administrative Assistant Secretary

Budget Officer of the Department

In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1378, dated May 13, 1931, is hereby superseded.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 2 1963

SECRETARY'S MEMORANDUM NO. 1456, REVISED

Budget Committee

For the purpose of considering budget estimates and related matters, and developing recommendations to the Secretary with respect thereto, there is hereby established a Budget Committee consisting of the following:

Under Secretary, Chairman

Assistant Secretaries

Director, Agricultural Economics

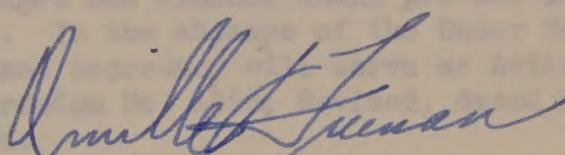
Administrative Assistant Secretary

Executive Assistant to the Secretary

Deputy Under Secretary

Budget Officer of the Department

In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1456, dated June 2, 1961, is hereby superseded.


Orville L. Freeman
SECRETARY

COMMITTEES (Budget)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 2 1952

SECRETARY'S MEMORANDUM NO. 1452, REVISED

Budget Committee

For the purpose of considering budget estimates and related matters, and developing recommendations to the Secretary with respect thereto, there is hereby established a Budget Committee consisting of the following:

Under Secretary, Chairman
Assistant Secretaries
Director, Agricultural Economics
Administrative Assistant Secretary
Executive Assistant to the Secretary
Deputy Under Secretary
Budget Officer of the Department

In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1452, dated June 2, 1951, is hereby superseded.


OFFICE OF THE SECRETARY
U. S. DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

April 27 1964

SECRETARY'S MEMORANDUM NO. 1456, REVISED

Budget Committee

The Budget Committee, which has been established for the purpose of considering budget estimates and related matters and developing recommendations to the Secretary with respect thereto, shall consist of the following:

Under Secretary, Chairman

Assistant Secretaries

Director of Agricultural Economics

Director of Science and Education

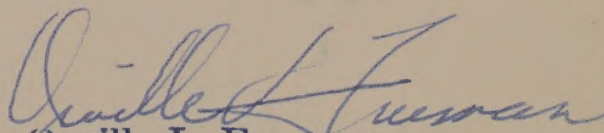
Administrative Assistant Secretary

Executive Assistant to the Secretary

Deputy Under Secretary

Budget Officer of the Department

The Office of Budget and Finance shall provide secretariat services to the Committee. In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1456, Revised, dated May 2, 1963, is hereby superseded.


Orville L. Freeman
SECRETARY

COMMITTEES (Budget)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 27 1964

SECRETARY'S MEMORANDUM NO. 1156, REVISED

Budget Committee

The Budget Committee, which has been established for the purpose of considering budget estimates and related matters and developing recommendations to the Secretary with respect thereto, shall consist of the following:

Under Secretary, Chairman

Assistant Secretaries

Director of Agricultural Economics

Director of Finance and Statistics

Administrative Assistant Secretary

Executive Assistant to the Secretary

Deputy Under Secretary

Budget Officer of the Department

The Office of Budget and Finance shall provide secretarial services to the Committee. In the absence of the Under Secretary, the Administrative Assistant Secretary will serve as Acting Chairman of the Committee. Memorandum No. 1156, Revised, dated May 2, 1963, is hereby superseded.

Orville L. Freeman
SECRETARY



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 5, 1961.

MEMORANDUM NO. 1457

Abolition of Building Passes

Effective immediately the Identification Card (Form AD-54) will be used by Agriculture employees in lieu of the Employee Building Pass (Form AD-53) for the purpose of gaining admission to Agriculture Buildings and identifying Agriculture employees. The Employee Building Pass has been abolished and the Department regulations are being revised in this regard.

Outstanding Employee Building Passes (AD-53) should be recalled by the issuing Agency Official and destroyed.

It is to be noted that the Identification Card (AD-54) does not carry an expiration date, and, therefore, care should be exercised to require return of the card upon transfer or separation of an employee.

Joseph M. Larenton
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



June 5, 1961

MEMORANDUM NO. 1427

Abolition of Building Passes

Effective immediately the Identification Card (Form AD-54) will be used by Agriculture employees in lieu of the Employee Building Pass (Form AD-53) for the purpose of gaining admission to Agriculture Buildings and identifying Agriculture employees. The Employee Building Pass has been abolished and the Department regulations are being revised in this regard.

Outstanding Employee Building Passes (AD-53) should be recalled by the Issuing Agency Official and destroyed.

It is to be noted that the Identification Card (AD-54) does not carry an expiration date, and, therefore, care should be exercised to require return of the card upon transfer or separation of an employee.

James M. Smith
Administrative Assistant Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

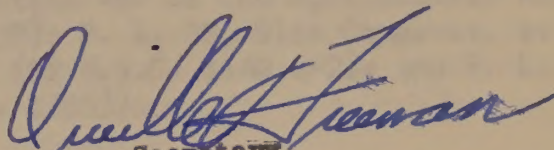
June 13, 1961.

SECRETARY'S MEMORANDUM NO. 1458

Agency Title Changed

Pursuant to the authority vested in me by Reorganization Plan No. 2 of 1953, the title of the former Commodity Stabilization Service has been changed to the Agricultural Stabilization and Conservation Service. The change became effective coincident with revision of the agency's organizational structure, approved June 5, 1961.

Functional assignments of the Commodity Stabilization Service and the Agricultural Stabilization and Conservation Committees, as set forth in Chapters 11 and 12 of Title 9 of the Department's Administrative Regulations, will be carried on by the Agricultural Stabilization and Conservation Service.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 23, 1961

SECRETARY'S MEMORANDUM NO. 1458

Agency Title Changed

Pursuant to the authority vested in me by Reorganization Plan No. 2 of 1953, the title of the former Commodity Stabilization Service has been changed to the Agricultural Stabilization and Conservation Service. The change becomes effective coincident with revision of the agency's organizational structure, approved June 2, 1961.

Functional assignments of the Commodity Stabilization Service and the Agricultural Stabilization and Conservation Committee, as set forth in Chapters 11 and 12 of Title 9 of the Department's Administrative Regulations, will be carried on by the Agricultural Stabilization and Conservation Service.

[Handwritten signature and initials]
1458
1458



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 19, 1961

Sec. MEMORANDUM NO. 1459

Assignment of Responsibility for Disaster Relief and Distress Programs

1. Purpose. The Department of Agriculture, under various Public Laws and Presidential Directives, has responsibility for investigating and taking action on conditions threatening or resulting in natural disasters and emergencies requiring assistance. The purpose of this memorandum is to assign responsibility and to delegate authority within the Department for administration of such Disaster Relief and Distress Programs. The provisions of this memorandum augment, but do not supersede the provisions of Secretary's Memorandum No. 1448 and supplements thereto, with respect to actions under the Rural Areas Development Program.
2. Assignment of Responsibility.
 - (a) *Agricultural and Conservation* Commodity Stabilization Service will be responsible for the following Programs:
 - (1) Livestock Feed Program (P. L. 86-299, 73 Stat. 574).
 - (2) Emergency Feed Program, Disaster Relief Feed Grain Programs and Distress Programs (Section 407 of the Agricultural Act of 1949, as amended, (7 U.S.C. 1427); P. L. 38, 81st Congress, as amended by P. L. 115, 83rd Cong. (12 U.S.C. 1148 a-2); and P. L. 875, 81st Cong., as amended, (42 U.S.C. 1855)).
 - (3) Emergency Conservation Program (P. L. 85-58, as amended by P. L. 85-766 (71 Stat. 177, 72 Stat. 864)).
 - (4) Grazing on Conservation Reserve (P. L. 540, 84th Cong. (7 U.S.C. 1831(a) and 1821(a)).
 - (b) The Farmers Home Administration will be responsible for the Emergency Loan Programs authorized by Public Law 38, 81st Congress, as amended.
3. Reservations to the Secretary. The following authorities are reserved to the Secretary:
 - (a) Recommendations to the President regarding the designation of areas of major disaster under Public Law 875, 81st Congress.
 - (b) Recommendations to the President for designation of acute distress areas under Section 407 of the Agricultural Act of 1949, as amended, because of unemployment or other economic causes.

ORGANIZATION, (a.s.c.s.)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 12, 1941

MEMORANDUM NO. 1457

Assignment of Responsibility for Disaster Relief and Distress Programs

1. Purpose. The Department of Agriculture, under various Public Laws and Presidential Directives, has responsibility for investigating and taking action on conditions threatening or resulting in natural disasters and emergency relief requiring assistance. The purpose of this memorandum is to assign responsibility and to delegate authority within the Department for administration of such Disaster Relief and Distress Programs. The provisions of this memorandum supplement, but do not supersede the provisions of Secretary's Memorandum No. 1448 and supplements thereto, with respect to actions under the Rural Areas Development Program.

2. Assignment of Responsibility.

(a) Commodity Stabilization Service will be responsible for the following Programs:

- (1) Livestock Feed Program (P. L. 80-299, 73 Stat. 574).
- (2) Emergency Feed Program, Disaster Relief Feed Grain Program and Distress Programs (Section 407 of the Agricultural Act of 1949, as amended; (7 U.S.C. 1427); P. L. 38, 81st Congress, as amended by P. L. 115, 83rd Cong. (12 U.S.C. 1148-2); and P. L. 875, 81st Cong., as amended, (42 U.S.C. 1855)).
- (3) Emergency Conservation Program (P. L. 85-58, as amended by P. L. 85-766 (71 Stat. 177, 72 Stat. 864)).
- (4) Grazing on Conservation Reserve (P. L. 840, 84th Cong. (7 U.S.C. 1831(a) and 1831(a)).

(b) The Farmers Home Administration will be responsible for the Emergency Loan Programs authorized by Public Law 38, 81st Congress, as amended.

3. Reservations to the Secretary. The following authorities are reserved to the Secretary:

- (a) Recommendations to the President regarding the designation of areas of major disaster under Public Law 875, 81st Congress.
- (b) Recommendations to the President for designation of acute distress areas under Section 407 of the Agricultural Act of 1949, as amended, because of unemployment or other economic causes.

(c) The designation of boundaries within areas declared by the President to be major disaster areas or acute distress areas and the designation of areas under all the other programs specified in paragraphs 2 (a) and (b) above.

(d) The execution of cooperative agreements with the State Governors and heads of other Federal agencies with respect to such programs.

4. ^{Agricultural and Conservation} Functions of Commodity Stabilization Service and Farmers Home Administration. The Commodity Stabilization Service will receive and review reports relating to the occurrence or threat of a major natural disaster and other emergency conditions affecting areas of agricultural production, or of acute distress because of unemployment or other economic causes; appraise disaster damage, or the distress; examine weather conditions; evaluate the necessity for emergency Federal aid to supplement the resources of farmers, the regular programs of this Department and the emergency assistance provided by State and local governments; and will review and recommend to the Secretary proposed programs for relief of hardships from conditions occasioned by the disaster or distress situation under the legislative authority provided above. Farmers Home Administration will be responsible for recommendations to the Secretary concerning the designation of areas for emergency loans under Public Law 38, 81st Congress, as amended.

5. State and County USDA Disaster Committees. There is hereby established for each State and the Virgin Islands and Puerto Rico a committee designated the State USDA Disaster Committee. In each county suffering from a disaster or acute distress because of unemployment or other economic causes, a committee known as the County USDA Disaster Committee is established to assist the State committee. Operations of the State and County USDA Disaster Committee shall be conducted under procedures provided by the Administrator of the Commodity Stabilization Service.

^{Agricultural and Conservation} (a) Membership and Responsibilities of State Committees. The State USDA Disaster Committee will include the Chairman, ASC State Committee, who shall also be Chairman of the State USDA Disaster Committee, and the State Directors respectively of Extension and the Farmers Home Administration. It shall be the responsibility of the State USDA Disaster Committees to investigate the effect of any severe and unusual natural condition, including floods, storms, drought, fire, hurricanes, tornadoes, earthquakes, or other catastrophe, including disease or insect infestation or of an acute distress situation because of economic causes affecting widespread areas in their respective States. They shall report their findings to the Secretary, through the ^{Agricultural and Conservation} Commodity Stabilization Service, concerning the nature, severity and magnitude of the disaster or distress situation and recommend whether the affected area should or should not be designated a

(c) The designation of boundaries within areas declared by the President to be major disaster areas or acute disaster areas and the designation of areas under all the other programs specified in paragraph 2 (a) and (b) above.

(d) The execution of cooperative agreements with the State Governors and heads of other Federal agencies with respect to such programs.

4. Functions of Commodity Stabilization Service and Farmers Home Administration. The Commodity Stabilization Service will receive and review reports relating to the occurrence or threat of a major natural disaster and other emergency conditions affecting areas of agricultural production, or of acute disaster because of unemployment or other economic causes; appraise disaster damage, or the disaster; examine weather conditions; evaluate the necessity for emergency Federal aid to supplement the resources of farmers; the regular programs of this Department and the emergency assistance provided by State and local governments; and will review and recommend to the Secretary proposed programs for relief of hardships from conditions occasioned by the disaster or disaster situation under the legislative authority provided above. Farmers Home Administration will be responsible for recommendations to the Secretary concerning the designation of areas for emergency loans under Public Law 48, 181st Congress, as amended.

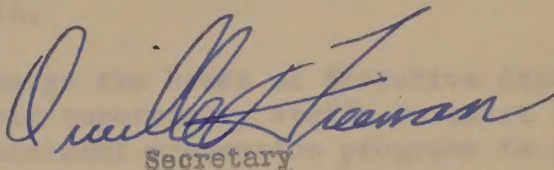
5. State and County Disaster Committees. There is hereby established for each State and the Virgin Islands and Puerto Rico a committee designated the State USA Disaster Committee. In each county suffering from a disaster or acute disaster because of unemployment or other economic causes, a committee known as the County USA Disaster Committee is established to assist the State committee. Operations of the State and County USA Disaster Committee shall be conducted under procedures provided by the Administrator of the Commodity Stabilization Service.

(a) Membership and Responsibilities of State Committee. The State USA Disaster Committee will include the Chairman, the State Committee, and the State Director respectively of Extension and the Farmers Home Administration. It shall be the responsibility of the State USA Disaster Committee to investigate the effect of any severe and unusual natural condition, including floods, storms, drought, fire, hurricanes, earthquakes, or other catastrophe, including disease or insect infestation or other acute disaster situation because of economic causes affecting widespread areas in their respective States. They shall report their findings to the Secretary, through the Commodity Stabilization Service, concerning the nature, severity and magnitude of the disaster situation and recommending whether the affected area should or should not be designated a

major disaster area, an acute distress area, or an emergency area. The recommendations also should specify the nature and type of Federal assistance that should be made available under applicable legislation. Within the scope of their primary function, the committees may advise and consult with the Governor of the respective States and his delegates, particularly with respect to the responsibility of State Governors under Public Law 875, 81st Congress and Public Law 86-299.

(b) Membership and Responsibilities of County Committees. The County USDA Disaster Committee will include the Chairman, ASC County Committee, who shall also be Chairman of the County USDA Disaster Committee, the County Supervisor of FHA and the County Agent. It shall be the responsibility of the County USDA Disaster Committee to furnish promptly to the State USDA Disaster Committee as much information as possible regarding the nature, severity and magnitude of a threatening or existing disaster or acute distress situation and make recommendations regarding the assistance programs needed.

6. Superseded Issuances. Secretary's Memorandum No. 1434, dated November 23, 1959, is cancelled. Other documents are superseded to the extent they are inconsistent with the contents of this memorandum.


Secretary

major disaster area, an acute disaster area, or an emergency area. The recommendations also should specify the nature and type of Federal assistance that should be made available under applicable legislation. Within the scope of their primary function, the committees may advise and consult with the Governor of the respective States and his delegates, particularly with respect to the responsibility of State Governors under Public Law 879, State Congress and Public Law 87-299.

(b) Membership and Responsibilities of County Committees. The County Disaster Committee will include the Chairman, the County Committee, who shall also be Chairman of the County USDA Disaster Committee, the County Supervisor of FFA and the County Agent. It shall be the responsibility of the County USDA Disaster Committee to furnish promptly to the State USDA Disaster Committee as much information as possible regarding the nature, severity and magnitude of a threatening or existing disaster or acute disaster situation and make recommendations regarding the assistance programs needed.

6. Superseded Issuances. Secretary's Memorandum No. 1434, dated November 23, 1959, is cancelled. Other documents are superseded to the extent they are inconsistent with the contents of this memorandum.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

July 3, 1961.

Sec. ^{NO. 1460} MEMORANDUM TO ~~HEADS OF DEPARTMENT AGENCIES~~

Safety Policy for the Federal Service

The President's statement of Policy on Safety for the Federal Service dated June 21, 1961, is quoted below.

It will be incorporated in the Safety Chapter of the Department's Regulations, Title 8, as Exhibit 2, 8 AR 1801.

Agency Heads, Department officials, and employees shall conform to the policy enunciated by the President in fulfilling the obligations outlined in 8 AR 1802.

"SAFETY POLICY FOR THE FEDERAL SERVICE

"In accord with our national concern for human life and the well being of all citizens, it is the policy of the Federal Government to safeguard from injury all those who work for it.

"To carry out this policy, I charge the heads of Executive departments and agencies and, through them, their supervisory staffs to exert leadership in the establishment of vigorous accident prevention programs to achieve safe conditions of employment, and to promote safe practices by civilian and military personnel on and off duty. Safety programs of the Federal Government should also assure the fullest protection to all who visit our Federal buildings, installations, parks, forests, and other public areas. Similarly, these programs should extend to the safety of the public and Government driver alike, in their use of our public highways.

"In order that these programs meet current needs and reflect the rapid changes in both technology and character of the working force, the Federal Government will cooperate with management, labor, State and local governments, and safety organizations in developing and applying modern safety standards.

"The Government will take all appropriate means to foster the safety of all those engaged directly or indirectly in the world-wide activities of the Government. To this end, I have directed the Secretary of Labor to provide assistance to all agencies through the Federal Safety Council and its field affiliates.

(Signed) John F. Kennedy "

Joseph M. Robertson
Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

Policy for the Federal Service

The President's statement of policy on safety for the Federal Service dated June 21, 1961, is quoted below.

It will be incorporated in the Safety Chapter of the Department's Regulations, Title 5, as Exhibit A, A-101.

Agency Heads, Department officials, and employees shall conform to the policy announced by the President in fulfilling the obligations outlined in 5 A-101.

SAFETY POLICY FOR THE FEDERAL SERVICE

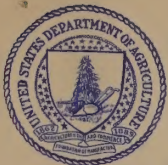
"In accord with our national concern for human life and the well-being of all citizens, it is the policy of the Federal Government to safeguard those injury all those who work for it.

"To carry out this policy, I charge the heads of Executive departments and agencies and, through them, their subordinates to exert their best efforts in the establishment of vigorous accident prevention programs to achieve safe conditions of employment, and to provide safe working conditions for civilian and military personnel on and off duty. Safety programs of the Federal Government should also assure the highest protection to all who visit our Federal buildings, installations, parks, forests, and other public areas. Additionally, these programs should extend to the safety of the public and Government driver alike, in their use of our public highways.

"In order that these programs meet current needs and reflect the rapid changes in both technology and character of the work force, the Federal Government will cooperate with management, labor, State and local government, and safety organizations in developing and applying modern safety standards.

"The Government will take all appropriate means to foster the safety of all those engaged directly or indirectly in the work of the Federal Government. To this end, I have directed the Secretary of Labor to provide assistance to all agencies through the Federal Safety Council and its field offices.

(Signed) John F. Kennedy



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 13, 1961.

SECRETARY'S MEMORANDUM NO. 1461

Reporting of Identical Bids
Under Executive Order No. 10936

1. **PURPOSE.** Executive Order 10936, dated April 24, 1961 (26 F.R. 3555), requires reports of identical bids to be submitted to the Department of Justice. The principal purpose of Executive Order 10936 is to make more effective the enforcement of the antitrust laws by insuring that the Attorney General has at his disposal all information which may tend to establish the presence of a conspiracy in restraint of trade, and which may warrant further investigation with a view to preferring civil or criminal charges.

2. **COLLUSIVE BID REFERRALS.** In addition to reporting identical bids, as provided for below, the Executive Order also requires agencies to give particular attention to other indications in their procurement and sales operations that appear to evidence a violation of the antitrust laws, and to refer such information to the Department of Justice. Illustrative in this area are such devices as "rotated low bids," "follow-the-leader pricing," etc. To give full effect to this requirement of the Executive Order, agencies shall review and analyze their procurement and sales transactions for the past fiscal year to determine whether there are any indications that appear to evidence a violation of the antitrust laws. Should the review disclose such indications, it should be extended into transactions of prior fiscal years to the extent records are available. (It will not be necessary to include in this review bids for electrical equipment and components since information thereon recently has been provided to the Department of Justice.) Identical bids should be considered in the over-all review in determining if there are any patterns which appear to evidence a violation of the antitrust laws. Any suspected violations of the antitrust laws discovered as the results of these reviews shall be reported to the Office of Plant and Operations by September 15, 1961, in accordance with the procedure outlined in 5 AR 276, for review and referral to the Department of Justice.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 12, 1961

SECRETARY'S MEMORANDUM NO. 1461

Report of the Identical Bids
Under Executive Order No. 10335

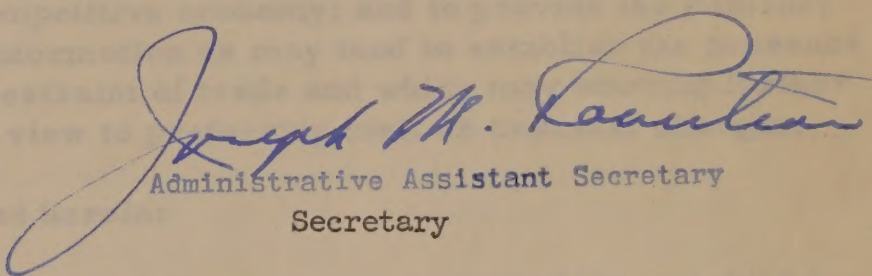
1. PURPOSE. Executive Order 10335, dated April 29, 1951 (36 F.R. 3322), requires reports of identical bids to be submitted to the Department of Justice. The primary purpose of Executive Order 10335 is to insure more effective enforcement of the antitrust laws by insuring that the Attorney General has at his disposal all information which may tend to establish the presence of a conspiracy in restraint of trade, and which may warrant further investigation with a view to preventing civil or criminal charges.
2. CUMULATIVE AND RECURRING. In addition to reporting identical bids as provided for below, the Executive Order also requires agencies to give particular attention to other indications in their procurement and sales transactions that appear to evidence a violation of the antitrust laws, and to report such information to the Department of Justice. Illustrative in this area are such devices as "rotated low bids," "follow-the-leader pricing," etc. To give full effect to this requirement of the Executive Order, agencies shall review and analyze their procurement and sales transactions for the past fiscal year to determine whether there are any indications that appear to evidence a violation of the antitrust laws. Should the review disclose such indications, it should be extended into transactions of prior fiscal years to the extent records are available. (It will not be necessary to include in this review bids for electrical equipment and components since information thereon recently has been provided to the Department of Justice.) Identical bids should be considered in the over-all review in determining if there are any patterns which appear to evidence a violation of the antitrust laws. Any suspected violations of the antitrust laws discovered as the result of these reviews shall be reported to the Office of Plans and Operations by September 15, 1961, in accordance with the procedure outlined in 5 AS 270, for review and referral to the Department of Justice.



3. REPORTS OF IDENTICAL BIDS. There is attached a copy of GSA General Regulation No. 26, dated June 21, 1961, setting forth the procedures for reporting to the Department of Justice identical bids received in agency procurement and sales operations. The Regulation, developed cooperatively by the General Services Administration and the Department of Justice, is self-explanatory. It is to be noted that the Executive Order is applicable to all program functions of the Department, except for exemptions that may be made thereunder by the Attorney General, and the General Regulation shall be followed in giving effect thereto.

4. SUBMISSION OF REPORTS. Reports of identical bids as required by section 4 of the General Regulation shall be submitted directly to the Department of Justice as required by section 5 thereof. The report form as illustrated in the attachment is being reproduced by the Office of Plant and Operations for agency use until such time as the Department of Justice form is available, and may be obtained by calling Extension 4071.

Questions concerning this Memorandum should be referred to the Procurement and Property Management Division, Office of Plant and Operations.


Administrative Assistant Secretary
Secretary

Attachment

3. REPORT OF INVESTIGATION. There is attached a copy of the report of the Special Agent in Charge, dated June 21, 1941, setting forth the results of the investigation of the Department of Justice. The report is being furnished to the Department of Justice for its information and for its use in the investigation of the case. It is to be noted that the Executive Order is applicable to all program functions of the Department, except for operations that may be made necessary by the Attorney General, and the General Agent shall be followed in giving effect thereto.

4. EXEMPTION OF INFORMATION. Reports of identical data as required by section 4 of the General Regulation shall be submitted directly to the Department of Justice as required by section 5 thereof. The report form as illustrated in the attachment is being reproduced by the Office of Plans and Operations for agency use with such change as the Department of Justice may deem advisable, and may be obtained by calling Extension 4411.

Questions concerning this Memorandum should be referred to the Department and Property Management Division, Office of Plans and Operations.

[Handwritten signature]
Secretary

Attachment

GENERAL SERVICES ADMINISTRATION
WASHINGTON 25, D. C.

June 21, 1961

GENERAL REGULATION NO. 26

TO: Heads of Federal Agencies

SUBJECT: Reports of Identical Bids

1. General. This regulation, developed cooperatively with the Department of Justice, prescribes procedures for reporting information on identical bids in accordance with Executive Order 10936, dated April 24, 1961 (26 F.R. 3555).

The purpose of the Executive order is to discourage identical bidding in the procurement of property and services and in the sale of property pursuant to public invitations for bids; to reduce the costs of the Government; to aid in the enforcement of the antitrust laws and the maintenance of a competitive economy; and to provide the Attorney General with such information as may tend to establish the presence of a conspiracy in restraint of trade and which may warrant further investigation with a view to preferring civil or criminal charges.

2. Definitions. As used herein:

- a. The term "identical bids" means two or more bids received for the same line item of an invitation for bids issued under formal advertising procedures, or under small business restricted advertising procedures (see Federal Procurement Regulations, sec. 1-1.704(c); 41 CFR 1-1.704(c)), which:

- (1) Appear on the face of the bids to be identical as to unit price or total amount; or
- (2) Are found, in the contracting agency's normal process of evaluating bids for award, to be identical as to unit price or total amount.

- b. The term "line item" means each object of procurement specified in an invitation for bids which, under the terms of the invitation, is susceptible to a separate contract award.

3. Bids to be Reported. A report shall be submitted by executive agencies to the Attorney General whenever identical bids have been received in response to an invitation for bids calling for the procurement of property or services (including construction) or for the sale of property, except where:

- a. Bids are received only from foreign sources in response to invitations for bids requiring delivery and performance outside the United States, its possessions, and the Commonwealth of Puerto Rico;
- b. Bids or offers are solicited under other than formal advertising procedures (identical bids or offers received under small business restricted advertising procedures are not exempt from the reporting requirement);
- c. The total bid value of all line items covered by the invitation is not more than \$10,000 (based, in the case of procurements, on the apparent low bid for each line item and, in the case of sales, on the apparent high bid for each line item);
- d. No identical bids are discovered in the contracting agency's normal process of evaluating bids for award and no identical bids are apparent on the face of the bids; or
- e. The bid value of the line item is not more than \$2,500 (based on the apparent low bid for such line item, in the case of procurements, and the apparent high bid for such line item, in the case of sales).

4. Information to be Reported.

a. Procurements.

- (1) When a procurement invitation results in the submission of identical bids to be reported under section 3, above, a report shall be filed showing the entire bid proceedings for each line item on which identical bids are received. In addition, a copy of the invitation for bids and a copy of the completed abstract of all bids received shall be filed with the report, except that the abstract need not be furnished if the number of line items on the invitation exceeds 100, in which event the report shall be annotated to indicate (a) the number of line items and (b) the total number of bidders on the invitation. Two completed copies of the report with attachments shall

be sent to the Attorney General. A copy of the report shall be retained by the reporting activity.

(2) Until Form DJ 1500, Identical Bid Report for Procurement, is available (see section 9), reports of identical bids shall be submitted in a format substantially as shown in Attachment A. Instructions for filling in the information in the suggested format are shown in Attachment B. When Form DJ 1500 becomes available, the reports shall be prepared and submitted thereon. Instructions for completing Form DJ 1500 will be furnished with the forms.

(3) Reports on bids received in response to invitations for bids issued before July 15, 1961, need not contain information concerning employer identification numbers and parent company of bidder, as will be required with respect to invitations issued on or after that date. (See section 6.)

b. Sales. When a sales invitation results in the submission of identical bids to be reported under section 3, above, a copy of the invitation for bids and a copy of the completed abstract of all bids received, with identical bid prices (other than nominal or token bids) circled, shall be forwarded to the Attorney General.

5. Submission of Reports. The information required by section 4, above, shall be submitted to the Attorney General, Washington 25, D. C., Reference: AT-IBR, within 20 days following the disposition of all bids received in response to the invitation for bids involved, whether by the awarding of contract(s) or other action.

6. Information to be Obtained from Bidders.

a. A provision substantially as follows shall be inserted in all invitations for bids for the procurement of property or services (including construction) under formal advertising procedures or small business restricted advertising procedures where the bid value for all line items covered by the invitation is estimated to exceed \$10,000:

Parent Company and Employer Identification Number. Each bidder will furnish the following information by filling in the appropriate blocks:

(1) Is the bidder owned or controlled by a parent company as described below? Yes [] No []

(For the purpose of this bid, a parent company is defined as one which either owns or controls the activities and basic business policies of the bidder. To own another company means the parent company must own at least a majority (more than 50%) of the voting rights in that company. To control another company, such ownership is not required; if another company is able to formulate, determine, or veto basic business policy decisions of the bidder, such other company is considered the parent company of the bidder. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, contractual arrangements, or otherwise).

- (2) If the answer to (1) above is "Yes," bidder will insert in the space below the name and principal office address of the parent company.

Name

Address

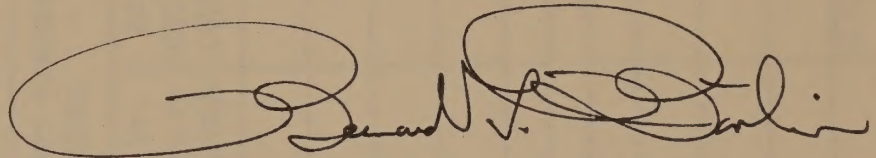
- (3) Bidder will insert in the space(s) below the Employer's Identification Number (E.I.No.)(Federal Social Security Number used on Employer's Quarterly Federal Tax Return, U. S. Treasury Department Form 941).

E. I. No. of Bidder _____

E. I. No. of Parent Company (if any) _____

- b. The information to be furnished under section 6 a, above, will be included to the extent available on reports of identical bids. Where bidders refuse to provide this information, the report will be annotated so to indicate.
- c. Failure to provide information concerning employer identification number or parent company relationship shall not be considered a basis for rejection of bids.
7. Supplemental Requests by Attorney General. The Attorney General may, from time to time, request such supplemental information with respect to identical bid reports submitted to him as he may deem necessary for effective enforcement of antitrust laws.

8. Collusive Bid and Antitrust Law Referrals. The identical bid reports required hereunder are in addition to and are not to be considered as satisfying the requirements for referring procurement bids evidencing collusion to the Attorney General pursuant to section 302(d) of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 252(d)) and the revised Armed Services Procurement Act of 1947 (10 U.S.C. 2305(d)). Similarly, reports hereunder are not to be considered as satisfying the requirements for supplying information to the Attorney General regarding proposed disposals which might further a situation inconsistent with the antitrust laws, pursuant to section 207 of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 488).
9. Availability of Form DJ 1500. Form DJ 1500 will be available in pads of 100 at General Services Administration stores depots in about 120 days. Supplies of the forms should be ordered in the same manner as standard forms. Requisitions should specify the form number and title, and GSA Stock No. 7540-823-7870.
10. Effective Date. This regulation is effective July 15, 1961. The requirements of section 4 apply to bids received in response to invitations for bids opened on or after July 15, 1961. The requirements of section 6 apply to invitations for bids issued on or after July 15, 1961.

A handwritten signature in dark ink, appearing to read "Bernard L. Boutin", with a large, loopy initial "B" and a stylized "L".

BERNARD L. BOUTIN
Acting Administrator

1. The undersigned, James M. Smith, of the County of Jefferson, State of Missouri, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri, and that the same is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri.

2. The undersigned, James M. Smith, of the County of Jefferson, State of Missouri, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri, and that the same is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri.

3. The undersigned, James M. Smith, of the County of Jefferson, State of Missouri, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri, and that the same is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri.

[Handwritten signature]
[Handwritten signature]

RECORDED & INDEXED
JAN 12 1891

4. The undersigned, James M. Smith, of the County of Jefferson, State of Missouri, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri, and that the same is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri.

5. The undersigned, James M. Smith, of the County of Jefferson, State of Missouri, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri, and that the same is a true and correct copy of the original of the same, as the same appears from the records of the County of Jefferson, State of Missouri.

Specimen Layout (Not to Scale)
U.S. Department of Justice

IDENTICAL BID REPORT FOR PROCUREMENT

[illegible]



STATION

STATION

STATION

Instructions for Completing Specific Items
on the Report Format Shown in Attachment A

- | | |
|---|---|
| 1 - <u>Issuing Agency</u> | Enter name and location of the agency and bureau issuing the invitation. |
| 2 - <u>Invitation Number</u> | Enter agency invitation for bid number. |
| 3 - <u>Bid Opening Date</u> | Insert date bids were opened, entering the number equivalent of the month in the "MO" box, the day in the "DAY" box, and the last two digits of the year in the "YEAR" box. |
| 4 - <u>Product or Service</u> | Insert brief description of the broad group of property or services covered by the invitation. |
| 4a - <u>Item No.</u> | List, in the order they appear in the bid invitation, the IFB line item numbers of the line items reported. |
| 4b - <u>Federal Stock No. of Item or Brief Identification</u> | For procurement actions covering commodities, list the 11-digit Federal Stock Number assigned to the IFB line item in the Federal Supply Catalog System. If an 11-digit code has not been assigned for the commodity or if the invitation covers services, enter a brief description. |
| 4c - <u>Quantity</u> | Enter the quantity shown in the invitation for each IFB line item reported. |
| 4d - <u>Unit</u> | Enter the unit of measure shown in the invitation. |
| 4e - <u>No. of Bidders</u> | For each IFB line item reported, enter the number of bidders submitting bids. |
| 4f - <u>Action Code</u> | For each IFB line item reported, insert one of the following codes to show the basis of the final procurement or disposal action taken: |

BASIS FOR CONTRACT AWARDS:

Low bidder	- - - - -	1
Tie low bid lottery	- - -	2
Other	- - - - -	3

ACTION OTHER THAN CONTRACT AWARD:

New invitation issued	- -	4
Cancelled procurement	-	5
To undertake negotiation	-	6
Unresolved	- - - - -	7

- 5 - Bidder's Name, City, and State Enter name, city, and State of each bidder.
- 6 - Parent Company Enter name of the parent company, if any.
- 7 - E. I. Number Enter the Federal Social Security Employer Identification Number as provided by the bidder for (a) the parent company, if any, or (b) the bidder, if not affiliated with a parent company. If E.I. number is not available after inquiry, indicate the reasons on reverse side of form.
- 8 - Bidder's Status Check appropriate block from bid.
- 9 - Prompt Payment Discount For each bidder enter the prompt payment discounts (e.g., net 30 days, 1% - 30 days) as shown in the bid. Do not show trade discounts (e.g., 30% off list) under this item.
- 10a - Award Enter a check mark if the bidder was awarded a contract for the IFB line item.
- 10b - Unit Price For each bidder, show the unit price(s) in terms of the invitation's unit of measure for each line item. Report on separate lines (a) each unit price bid for the line item and (b) the net price (after evaluation), if calculated in the contracting agency's normal process of evaluating bids for award. Encircle all identical bids.

10c - Total Amount

For each bidder, show the total amount for each line item. Report on separate lines (a) the total amounts bid for the item and (b) the net total amount (after evaluation), if calculated in the contracting agency's normal process of evaluating bids for award. Encircle all identical bids.

10d - Price Basis

Enter the following codes to indicate the basis of each of the prices shown in column 10b or 10c for each line item.

Bid price f. o. b. destination	- - -	1
Bid price f. o. b. origin	- - - - -	2
Net price (after evaluation)		
f. o. b. destination	- - - - -	3
Net price (after evaluation)		
f. o. b. origin	- - - - -	4

If additional space is needed, use additional pages and number the pages consecutively. Repeat the information requested in items 1 through 4 on each page used.

In each bid, show the total amount
for each line item. Report on separate
lines (a) the total amount bid for the
contract (b) the net total amount (after
deductions) if calculated in the contract-
ing agency's normal process of evalua-
tion. Give the award. Enclose all
required data.

Enter the following codes to indicate the
type of each of the prices shown in
column 100 or 100 for each line item.

- | | | |
|---|---------|--------------------------|
| 1 | --- 100 | Price (after evaluation) |
| 2 | --- 100 | Price (after evaluation) |
| 3 | --- 100 | Price (after evaluation) |
| 4 | --- 100 | Price (after evaluation) |

If additional data is required, use separate pages and number the pages
consequently. Separate information is required in items 1 through 4 on
each page.

100 - Total Amount

100 - Price Basis

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of The Secretary
Washington 25, D. C.

July 19, 1961

See MEMORANDUM NO. 1462

Establishment of Cooperative State Experiment Station Service

AC
1. Statutory Functions Involved. The Agricultural Experiment Station Act of August 11, 1955, the "Hatch Act of 1887" as amended, provides for the support by the Federal Government of a comprehensive program of research in agriculture carried on by the States through their State agricultural experiment stations. This work is provided for by grants of Federal funds in support of research work conducted by State stations. Such research encompasses the fields of research of the several agencies of the Department conducting agricultural and forestry research. The Act directs the Secretary to furnish such advice and assistance as will best promote the purposes of the Act, including participation in coordination of research initiated under the Act by the State agricultural experiment stations, from time to time to indicate such lines of inquiry as to him seem most important, and to encourage and assist in the establishment and maintenance of cooperation by and between the several agricultural experiment stations, and between the stations and the United States Department of Agriculture. Functions under this Act have previously been carried out by the Agricultural Research Service.

The Agricultural Research Service has also been assigned responsibilities under Section 204(b) of the Agricultural Marketing Act of 1946 (7 U.S.C. 1623) authorizing the Secretary to make grants to State agricultural experiment stations for marketing research.

2. Cooperative State Experiment Station Service. It is believed that the administration of these functions by a separate service in the Department will give these programs their rightful place in the Department structure and will place the administration of the Act in its proper perspective in relation to the other research of the Department and the cooperative relationship between the land-grant colleges and the United States Department of Agriculture. Such reorganization will strengthen and improve the total agricultural research program carried on in the States.

Accordingly, there will be established in the Department a separate Service designated as the "Cooperative State Experiment Station Service". This agency will be headed by an Administrator and will be subject to the coordination of research activities presently assigned to the Administrator of the Agricultural Research Service.

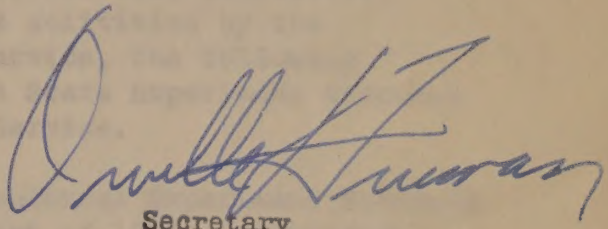
ORGANIZATION I

(Cooperative State Experiment Station Service)

3. Functions Transferred. Under the general direction and supervision of the Assistant Secretary, Federal-State Relations, the Cooperative State Experiment Station Service will administer the statutory functions described in section 1 of this memorandum. The Assistant Secretary, Federal-State Relations, is assigned responsibility for arrangements incident to the transfer of the administration of these functions from the Agricultural Research Service to the new Service.

4. Transfer of Personnel, Property and Funds. The Administrators of the Cooperative State Experiment Station Service and the Agricultural Research Service shall jointly and in consultation with the appropriate Departmental staff offices develop recommendations for the transfer of personnel, property, and funds relating to the functions to be re-assigned, for submission to and approval by the Assistant Secretary, Federal-State Relations and the Administrative Assistant Secretary.

5. Public Notice. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949 as amended (5 U.S.C. 133z), the Department is hereby giving advance public notice of delegations of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. Consideration of comments received will require that submission be made by August 18, 1961.


Secretary

3. Functions Transferred. Under the general direction and supervision of the Assistant Secretary, Federal-State Relations, the Cooperative State Experiment Station Service will administer the statutory functions described in section 1 of this memorandum. The Assistant Secretary, Federal-State Relations, is assigned responsibility for arrangements incident to the transfer of the administration of these functions from the Agricultural Research Service to the new Service.

4. Transfer of Personnel, Property and Funds. The Administrator of the Cooperative State Experiment Station Service and the Agricultural Research Service shall jointly and in consultation with the appropriate Departmental staff offices develop recommendations for the transfer of personnel, property, and funds relating to the functions to be re-assigned, for submission to and approval by the Assistant Secretary, Federal-State Relations and the Administrative Assistant Secretary.

5. Public Notice. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949 as amended (5 U.S.C. 1332), the Department is hereby giving advance public notice of deletions of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. Consideration of comments received will require that submission be made by August 18, 1951.


Assistant Secretary

August 30, 1961

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1462, SUPPLEMENT 1

Establishment of Cooperative State Experiment Station Service

1. REORGANIZATION MADE EFFECTIVE. Pursuant to Reorganization Plan No. 2 of 1953 under terms of the Reorganization Act of 1949 as amended (5 U.S.C. 133z) intention to transfer certain functions within the Department incident to reorganization plans was announced in Secretary's Memorandum No. 1462, dated July 19, 1961. This Memorandum will carry out the reorganization contemplated in Secretary's Memorandum 1462 and provide for interim procedures essential to an orderly transfer of responsibilities between the Services involved. The assignment of functions made herein is effective September 1, 1961.
2. COOPERATIVE STATE EXPERIMENT STATION SERVICE. There is hereby established the Cooperative State Experiment Station Service, headed by an Administrator authorized to exercise the general delegations provided in 9 AR 116 of the Department's Administrative Regulations. George Selke is designated Acting Administrator, Cooperative State Experiment Station Service.
3. FUNCTIONS ASSIGNED. Under the general direction and supervision of the Assistant Secretary, Federal-States Relations, the Cooperative State Experiment Station Service will administer, subject to the coordination of research activities by the Administrator, Agricultural Research Service, the following functions heretofore carried out by the State Experiment Stations Division of the Agricultural Research Service.
 - a. The administration of the Agricultural Experiment Stations Act of August 11, 1955 (Hatch Act of 1887, as amended- 7 U.S.C. 361a-361i).
 - b. Payments under Section 204(b) of the Agricultural Marketing Act of 1946 (7 U.S.C. 1623) to State agricultural experiment stations.

ORGANIZATION 1 (C.S.E.S.S.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM, 1932, REPLY NO. 1

Reorganization of Cooperative State Experiment Station Service

1. REORGANIZATION AND AMENDMENTS. Pursuant to Reorganization Act No. 2 of 1922 under terms of the Reorganization Act of 1922 as amended (U.S.C. 1932) provision to transfer certain functions within the Department incident to reorganization plan was announced in Secretary's Memorandum No. 1425, dated July 19, 1931. This Memorandum will carry out the reorganization contemplated in Secretary's Memorandum 1425 and provide for further provisions essential to an orderly transition of responsibilities between the Services involved. The assignment of functions made herein is effective September 1, 1931.

2. COOPERATIVE STATE EXPERIMENT STATION SERVICE. There is hereby established the Cooperative State Experiment Station Service, headed by an Administrator authorized to exercise the general delegations provided in § 4615 of the Department's Administrative Regulations. George F. Lusk is designated Acting Administrator, Cooperative State Experiment Station Service.

3. FUNCTIONS ASSIGNED. Under the general direction and supervision of the Assistant Secretary, Federal-State Relations, the Cooperative State Experiment Station Service will administer, subject to the coordination of research activities by the Administrator, Agricultural Research Service, the following functions heretofore carried out by the State Experiment Stations Division of the Agricultural Research Service.

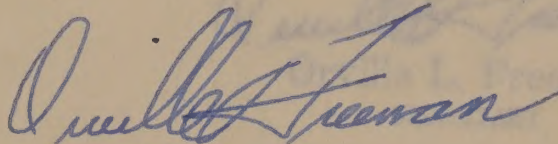
a. The administration of the Agricultural Experiment Stations Act of August 11, 1922 (Section 4615 of 1922, as amended) 7 U.S.C. 301a-301d.

b. Payments under Section 304(b) of the Agricultural Marketing Act of 1929 (U.S.C. 1929) to State agricultural experiment stations.

4. RESEARCH COORDINATION. The Department's responsibility for research requires analysis and evaluation of projects carried on by all agencies of the Department and, also those conducted by the State agricultural experiment stations under Federal-grant funds. It is by this means that effective use of resources and essential integration of the planning and conduct of research is achieved. Responsibility for research coordination is assigned to the Administrator, Agricultural Research Service (9 AR 200a). Review and evaluation of State and Federal research proposals as a means of achieving coordination between Department and State research has been carried on by the State Experiment Stations Division within Agricultural Research Service. This function will be performed by the Cooperative State Experiment Station Service under the supervision of the Administrator of the Agricultural Research Service pending further studies and review.

5. INCIDENTAL TRANSFERS. The Administrative Assistant Secretary will approve such transfer of funds, records, property and personnel as are involved in the organizational assignments made in this Memorandum. Pending the actual transfer of the personnel involved, they shall be considered on detail to the Cooperative State Experiment Station Service. Administrative support functions will continue to be performed in the Agricultural Research Service with appropriate reimbursement or payment of costs involved pending further studies and review.

6. VIEWS OF INTERESTED PERSONS AND GROUPS ACKNOWLEDGED. Decisions made in connection with these transfers of functions have involved careful consideration of views expressed by interested persons and groups in response to advance public notice given on July 19, 1961. Thorough study and evaluation of comments received from the public provide assurance that the organizational changes approved will strengthen the Department's service to the agricultural economy and the Nation.



Orville L. Freeman
SECRETARY

4. RESEARCH COORDINATION. The Department's responsibility for research requires analysis and evaluation of projects carried on by all agencies of the Department and, also those conducted by the State agricultural experiment stations under Federal-grant funds. It is by this means that effective use of resources and essential integration of the planning and conduct of research is achieved. Responsibility for research coordination is assigned to the Administrator, Agricultural Research Service (9 AR 200a). Review and evaluation of State and Federal research proposals as a means of achieving coordination between Department and State research has been carried on by the State Experiment Stations Division within Agricultural Research Service. This function will be performed by the Cooperative State Experiment Station Service under the supervision of the Administrator of the Agricultural Research Service pending further studies and review.

5. INCIDENTAL TRANSFERS. The Administrative Assistant Secretary will approve such transfer of funds, records, property and personnel as are involved in the organizational assignments made in this Memorandum. Pending the actual transfer of the personnel involved, they shall be considered on detail to the Cooperative State Experiment Station Service. Administrative support functions will continue to be performed in the Agricultural Research Service with appropriate reimbursement or payment of costs involved pending further studies and review.

6. VIEWS OF INTERESTED PERSONS AND GROUPS ACKNOWLEDGED. Decisions made in connection with these transfers of functions have involved careful consideration of views expressed by interested persons and groups in response to advance public notice given on July 19, 1951. Thorough study and evaluation of comments received from the public provide assurance that the organizational changes approved will strengthen the Department's service to the agricultural economy and the Nation.

Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

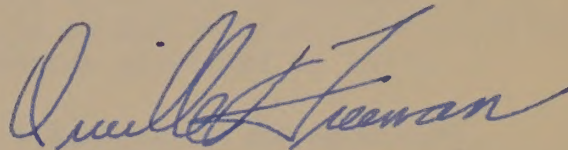
April 4, 1962

SECRETARY'S MEMORANDUM NO. 1462, SUPPLEMENT 2

Establishment of Cooperative State Experiment Station Service

Secretary's Memorandum No. 1462, Supplement 1, dated August 30, 1961, established and assigned functions to the Cooperative State Experiment Station Service. Paragraph 4 of that memorandum is revised as follows:

4. RESEARCH COORDINATION. The Department's responsibility for research requires analysis and evaluation of projects carried on by all agencies of the Department and, also those conducted by the State agricultural experiment stations under Federal-grant funds. It is by this means that effective use of resources and essential integration of the planning and conduct of research is achieved. Responsibility for research coordination is assigned to the Administrator, Agricultural Research Service (9 AR 200a). Review and evaluation of State and Federal research proposals as a means of achieving coordination between Department and State research has been carried on by the State Experiment Stations Division within Agricultural Research Service. This function will be performed by the Cooperative State Experiment Station Service in cooperation with the Administrator of the Agricultural Research Service.



Orville L. Freeman
SECRETARY

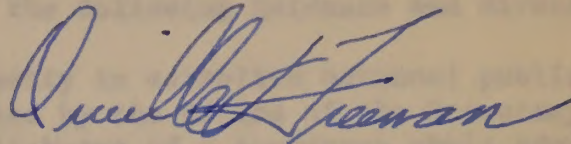
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 1, 1962

SECRETARY'S MEMORANDUM NO. 1462, SUPPLEMENT 3

DESIGNATION OF ACTING ADMINISTRATOR,
COOPERATIVE STATE EXPERIMENT STATION SERVICE

Theodore C. Byerly is hereby designated to succeed George Selke as Acting Administrator, Cooperative State Experiment Station Service.



Orville L. Freeman
SECRETARY

1. The proposed name of the committee.
2. A citation of the statutory authority on which the committee is created "in the public interest in connection with the performance of duties specified by law".
3. The proposed purpose and functions of the committee, adequate to indicate the intended scope of the committee's responsibilities and activities.
4. The appropriation or fund to which the committee's operations would be charged.
5. A listing of prospective members of the committee, representing various affiliated organizations; in this nomination, representation of consumer and other appropriate public interests should receive consideration.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 1, 1932

MEMORANDUM FOR THE SECRETARY
SUBJECT: [illegible]

INVESTIGATION OF AGRICULTURAL
OPERATIONS IN THE MOUNTAIN STATES

Theodore C. Fryer is hereby designated as special agent in charge
Administrator, Cooperative States Experiment Station Service.

[Signature]
Cyrille L. Ferguson
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 22, 1961.

SECRETARY'S MEMORANDUM NO. 1463

Establishment of National Public Advisory Committees

1. CURRENT REGULATIONS. The Department's Administrative Regulations (10 AR 900-926) now prescribe that public advisory committees "shall be specifically authorized by statute, or the Secretary shall find that such committees are in the public interest in connection with the performance of duties imposed by law".
2. ADDITIONAL PROCEDURE. It is anticipated that under the "Agricultural Act of 1961" (P.L. 87-128) several new public advisory committees will be formed. The Act authorizes the Secretary to consult and advise with farmers, handlers and processors of commodities, and farm and commodity organizations to review problems and need for new or revised legislation (Sections 102-104 of Title I). For effective coordination of these and other national public advisory groups which may be initiated in the Department, agencies shall observe the following guidance and direction.
3. ESTABLISHMENT OF COMMITTEES. Authority to establish national public advisory committees will be exercised by the Office of the Secretary. An agency wishing to propose establishment of a committee shall advise the Executive Assistant to the Secretary by informal memorandum outlining briefly the contemplated purpose, membership and direction of the committee. Resultant preliminary determinations, prior to taking any actions on the proposed establishment or memberships, will be incorporated in a memorandum from the agency to the Office of Administrative Management, stating:
 - a. The proposed name of the committee.
 - b. A citation of the statutory authority or reasons why the committee is needed "in the public interest in connection with the performance of duties specified by law".
 - c. The proposed purpose and functions of the committee, adequate to indicate the intended scope of the committee's responsibilities and activities.
 - d. The appropriation or fund to which the committee's operations would be charged.
 - e. A listing of prospective members or the basis of representation considered appropriate; in this connection, representation of consumer and other appropriate public interests should receive consideration.

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 12, 1951

SECRETARY'S MEMORANDUM NO. 1442

Establishment of National Public Advisory Committees

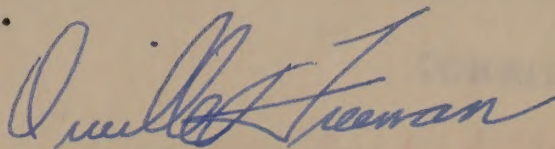
1. CURRENT REGULATIONS. The Department's Administrative Regulations (10 AR 900-925) now prescribe that public advisory committees "shall be specifically authorized by statute, or the Secretary shall find that such committees are in the public interest in connection with the performance of duties imposed by law".

2. ADDITIONAL PROCEDURE. It is anticipated that under the "Agricultural Act of 1951" (P.L. 87-128) several new public advisory committees will be formed. The Act authorizes the Secretary to consult and advise with farmers, handlers and processors of commodities, and farm and commodity organizations to review problems and need for new or revised legislation (Sections 102-104 of Title I). For effective coordination of these and other national public advisory groups which may be initiated in the Department, agencies shall observe the following guidance and direction.

3. ESTABLISHMENT OF COMMITTEES. Authority to establish national public advisory committees will be exercised by the Office of the Secretary. An agency wishing to propose establishment of a committee shall advise the Executive Assistant to the Secretary by informal memorandum outlining briefly the contemplated purpose, membership and direction of the committee. Resistant preliminary determinations, prior to taking any action on the proposed establishment or membership, will be incorporated in a memorandum from the agency to the Office of Administrative Management, stating:

- a. The proposed name of the committee.
- b. A citation of the statutory authority or reasons why the committee is needed "in the public interest in connection with the performance of duties specified by law".
- c. The proposed purpose and functions of the committee, adequate to indicate the intended scope of the committee's responsibilities and activities.
- d. The appropriation or fund to which the committee's operations would be charged.
- e. A listing of prospective members or the basis of representation considered appropriate; in this connection, representation of consumer and other appropriate public interests should receive consideration.

- f. The name of the proposed chairman (and the official USDA representative if a non-Government person is expected to preside), and the name of an executive secretary assigned to keep minutes, maintain records, and in other ways service the committee.
 - g. The contemplated duration of the committee and frequency of meetings.
 - h. The name of the Department official who, by prior determination, will notify members of their appointment, after appropriate clearance and approval by the Office of the Secretary.
4. APPROVAL AND ANNOUNCEMENT OF COMMITTEE ESTABLISHMENT. Sponsoring agencies also will provide the Office of Administrative Management, at the same time or as soon as feasible, a draft or text of a Secretary's Memorandum which announces establishment of a committee. Approval of the Memorandum by the Secretary will constitute formal approval of the committee's establishment.
5. INITIATION OF COMMITTEE SERVICES. In connection with each public advisory committee, the sponsoring agency shall:
- a. Provide secretariat services.
 - b. Notify members that funds are available to pay transportation costs and subsistence expenses (at a prescribed per diem rate in accordance with 7 AR 550.9), if members wish to submit claims for such reimbursement.
 - c. Secure from each committee member a biographical statement (forms obtainable from the Office of Administrative Management.)
 - d. Through the Office of Information, arrange for advance notice of meetings, for press briefings, and issuance of press releases on committee activities and recommendations, as required by USDA Administrative Regulations.
 - e. Through the Office of the General Counsel, arrange for notification to members at the first meeting of their legal liabilities in committee activity.
 - f. Arrange for observance of other requirements of the Administrative Regulations governing public advisory committees.
6. GENERAL POLICY. While it is recognized that public advisory committees can be useful in administering Department programs, continuing evaluation of their effectiveness is desirable. The conduct of committee business should be a supervised operation to assure productive results. Too many members on a committee can hinder effectiveness. Committees of limited usefulness should be terminated.



Orville L. Freeman
SECRETARY

f. The name of the proposed chairman (and the official USDA representative if a non-Government person is expected to preside), and the name of an executive secretary assigned to keep minutes, maintain records, and in other ways service the committee.

g. The contemplated duration of the committee and frequency of meetings.

h. The name of the Department official who, by prior determination, will notify members of their appointment, after appropriate clearance and approval by the Office of the Secretary.

4. APPROVAL AND ANNOUNCEMENT OF COMMITTEE ESTABLISHMENT. Sponsoring agencies also will provide the Office of Administrative Management, at the same time or as soon as feasible, a draft or text of a Secretary's Memorandum which announces establishment of a committee. Approval of the Memorandum by the Secretary will constitute formal approval of the committee's establishment.

5. INITIATION OF COMMITTEE SERVICES. In connection with each public advisory committee, the sponsoring agency shall:

- a. Provide secretariat services.
- b. Notify members that funds are available to pay transportation costs and subsistence expenses (at a prescribed per diem rate in accordance with 5 AR 550.9), if members wish to submit claims for such reimbursement.
- c. Secure from each committee member a biographical statement (forms obtainable from the Office of Administrative Management).
- d. Through the Office of Information, arrange for advance notice of meetings, for press briefings, and issuance of press releases on committee activities and recommendations, as required by USDA Administrative Regulations.
- e. Through the Office of the General Counsel, arrange for notification to members at the first meeting of their legal liabilities in committee activity.
- f. Arrange for observance of other requirements of the Administrative Regulations governing public advisory committees.

6. GENERAL POLICY. While it is recognized that public advisory committees can be useful in administering Department programs, continuing evaluation of their effectiveness is desirable. The conduct of committee business should be a supervised operation to assure productive results. Too many members on a committee can hinder effectiveness. Committees of limited usefulness should be terminated.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 24, 1961

See MEMORANDUM NO. 1464

U.S.D.A. Land and Water Policy Committee

1. Land and Water Resources Problems. The orderly development and use of the Nation's land and water resources in balance with national and regional needs pose problems of increasing public concern. Our present pattern of land use is seriously maladjusted. The abundance of our crop production has necessitated expanding land diversion and acreage reserve programs. At present 55 million acres of cropland are under diversion programs. We need to review relations between policies of land improvement and development on the one hand and land diversion and land adjustment on the other. A substantial area of land that is unsuited for cropping is being cultivated and should be shifted to noncrop uses. At the same time, additional land is being taken for highways, airports, industrial and urban uses, more land is desired for recreation and wildlife, and more forest land will be needed to meet future requirements.
2. Policy and Program Needs. There is urgent need for bringing the Department's best experience and knowledge to bear on the development and implementation of land use adjustment policies and programs that are designed to reflect the public interest and make the most effective use of our land and water resources. Systematic resource policies and plans, are essential for building better farm programs, making adequate provision for the conservation of resources and improving the well-being of farm people and of all citizens of the Nation.

COMMITTEES 5-1

Land + Water Policy, U.S.D.A.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 24, 1967

MEMORANDUM NO. 100-1

U.S.D.A. Land and Water Policy Committee

1. Land and Water Resources Program. The orderly development and use of the Nation's land and water resources in balance with national and regional needs poses problems of increasing public concern. Our present pattern of land use is seriously unbalanced. The abundance of our crop production has resulted in an expanding land diversion and storage resource program. At present 25 million acres of cropland are under diversion programs. We need to review relations between policies of land improvement and development on the one hand and land diversion and land adjustment on the other. A substantial rise in land that is unsuitable for cropping is being cultivated and should be shifted to various uses. At the same time, additional land is being taken for highways, airports, industry and urban uses, more land is needed for recreation and wildlife, and more forest land will be needed to meet future requirements.

2. Policy and Program Needs. There is urgent need for bringing the Department's past experience and knowledge to bear on the development and implementation of land use adjustment policies and programs that are designed to reflect the public interest and make the most effective use of our land and water resources. Systematic resource policies and plans, are essential for building better farm programs, making adequate provision for the conservation of resources and improving the well-being of farm people and of all citizens of the Nation.

COMMITTEE

3. Establishment of Land and Water Policy Committee. To meet this need, I am establishing a U.S.D.A. Land and Water Policy Committee, with representatives from agencies most directly concerned. Members of this Committee are:

George A. Selke, SEC., Chairman
Harry Steele, ERS., Co-Chairman
T. C. Byerly, ARS
Edward Crafts, FS
Floyd Higbee, FHA
Carl Larson, ASCS
Charles Samenow, REA
Gladwin Young, SCS
E. T. York, Jr., FES
O. J. Scoville, SEG., Secretary

4. Duties of the Committee. The major purposes and functions of the Committee include:

- a. Promoting and guiding Department-wide studies of production potentials and requirements for land, forest and water resources.
- b. Formulating and recommending long-range goals and policy positions for the use, conservation and development of land, forest and water resources.
- c. Upon request, recommending Departmental policy position on legislative proposals and on inter-departmental problems bearing on land, forest and water resources.
- d. Appraising Departmental policies and suggesting guides to promote the application of consistent procedures by Departmental Services in planning and establishing resource improvement practices, projects and programs.

Establishment of this Committee does not alter any presently delegated responsibilities.

3. Establishment of Land and Water Policy Committee. It is recommended that a U.S.D.A. Land and Water Policy Committee, with representatives from various Federal agencies, be established to advise the Secretary of Agriculture on all matters relating to land and water policy.

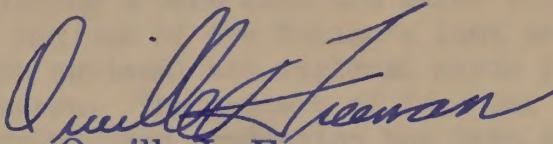
George H. Davis, Chairman
 Henry Steele, Vice-Chairman
 T. G. Davis, Secretary
 Edward Brainerd, Member
 Lloyd Jones, Member
 Earl Warren, Member
 Charles E. Young, Member
 E. T. York, Member
 O. L. Davis, Secretary

4. Office of the Committee. The major purposes and functions of the Committee shall be:

- a. Protecting and building up the Nation's resources of land, forest and water resources.
- b. Formulating and recommending long-range goals and policy actions for the use, conservation and development of land, forest and water resources.
- c. Upon request, recommending to the President policy positions on legislative proposals and on inter-departmental problems relating to land, forest and water resources.
- d. Appraising Governmental policies and suggesting means to promote the satisfaction of consistent purposes by Governmental action in planning and establishing resource development programs, projects and programs.

Establishment of this Committee does not alter any present delegated responsibilities.

5. Preliminary Report. As a first task, I am asking the Committee to prepare a preliminary report which will review the present and prospective land, forest and water resource situation, analyze its implications for Department policies, and give program recommendations.


Orville L. Freeman
SECRETARY

5. Preliminary Report. As a first task, I am asking the Committee to prepare a preliminary report which will review the present and prospective land, forest and water resource situation, analyze its implications for Department policies, and give program recommendations.


Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 2 1962

SECRETARY'S MEMORANDUM NO. 1464, REVISED

U.S.D.A. Land and Water Policy Committee

1. LAND AND WATER RESOURCES PROBLEMS. As indicated in my memorandum of August 24, 1961, establishing a USDA Land and Water Policy Committee, the orderly development and use of the Nation's land and water resources in balance with national and regional needs pose problems of increasing public concern. The pattern of land use needs adjustment. A solution to surplus crop production has been sought through temporary land diversion and acreage reserve programs. At present millions of acres of cropland are under temporary diversion programs. We need to review relations between policies for services to assist with land improvement and development and technological improvement on the one hand and the consequences of withholding such services through land diversion and land adjustment on the other. There must be a balance among the objectives of conservation, development, and adjustment. A substantial area of land unsuited for cropping is being cultivated and should be shifted to noncrop uses to attain economic efficiency and reduce social and economic waste. Additional land is being taken for highways, airports, industrial and urban uses, and more land is desired for recreation and wildlife uses. There are opportunities to exercise choices in kinds of land for these purposes that can contribute to, or detract from long-range economic developments. The distribution of ownership and the competing alternative uses of rural land and water resources and the access to economic opportunity in rural areas is of growing concern.
2. POLICY AND PROGRAM NEEDS. There is urgent and continuing need for bringing the Department's best experience and knowledge to bear on the development and implementation of land use adjustment policies and programs that are designed to reflect the public interest and make the most effective use of our land and water resources. Systematic resource policies and plans are essential for building better farm programs, making adequate provision for the conservation of resources and improving the well-being of farm people and of all citizens of the Nation.
3. ESTABLISHMENT OF LAND AND WATER POLICY COMMITTEE. To meet this need, I am discontinuing the Committee established by my Memorandum of August 24, 1961 (No. 1464), and establishing a USDA Land and Water Policy Committee as an advisory group to the Secretary's Office, with representatives from agencies most directly concerned. Members of

COMMITTEES

Land & Water Policy, USDA

the Land and Water Policy Committee shall be named by the Secretary on the advice of the respective administrators of the following agencies:

- Agricultural Research Service
- Agricultural Stabilization and Conservation Service
- Cooperative State Experiment Station Service
- Economic Research Service
- Farmers Home Administration
- Federal Extension Service
- Forest Service
- Office of Rural Areas Development
- Rural Electrification Administration
- Soil Conservation Service
- Staff Economist Group

The Assistant Secretary for Rural Development and Conservation shall be the Chairman, and shall designate a Co-Chairman and Secretary of the Committee. Establishment of this Committee does not alter any presently delegated responsibilities.

4. DUTIES OF THE COMMITTEE. The major purposes and functions of the Committee include:

- a. On the basis of production potentials and requirements, formulating and recommending long-range goals and policies for the use, conservation and development of land, forest, and water resources; identifying problem areas and suggesting needs for research and educational approaches.
- b. Upon request, recommending a Departmental policy position on congressional and interdepartmental proposals bearing on land, forest, and water resources.
- c. Upon request, appraising Departmental policies and advising on the development of guides to promote the application of consistent procedures by Departmental Services in planning and establishing resource improvement practices, projects and programs.
- d. Recommending Departmental objectives for guiding participation in such interagency activities as: (1) Formulation of policies, standards and procedures governing various aspects of water and related land resources development, such as provided in the Presidential Memoranda of May 15 and 31, 1962, on these matters; (2) the Recreational Advisory Council, as provided in the Executive Order of April 27, 1962; (3) Department activities in inter-agency river basin planning; (4) Department review of federal and other public agency land and water project

The land and water policy Committee shall be named by the Secretary on the advice of the respective administrators of the following agencies:

- Agricultural Research Service
- Agricultural Stabilization and Conservation Service
- Cooperative State Experiment Station Service
- Domestic Research Service
- Forest Home Administration
- Federal Extension Service
- Forest Service
- Office of Rural Areas Development
- Rural Electrification Administration
- Soil Conservation Service
- Staff Research Group

The Assistant Secretary for Rural Development and Conservation shall be the Chairman, and shall have a Co-Chairman and Secretary of the Committee. Establishment of this Committee does not alter any presently delegated responsibilities.

4. DUTIES OF THE COMMITTEE. The major purposes and functions of the Committee include:

- a. On the basis of production potential and requirements, formulating and recommending long-range goals and policies for the use, conservation and development of land, forest, and water resources; identifying problem areas and suggesting needs for research and educational approaches.
- b. Upon request, recommending a departmental policy position on congressional and interdepartmental proposals dealing on land, forest, and water resources.
- c. Upon request, appraising departmental policies and advising on the development of rules to promote the application of consistent procedures by departmental services in planning and establishing resource management practices, projects and programs.
- d. Recommending departmental objectives for land, forest, and water in such interagency activities as: (1) formulation of policies, standards and procedures governing various aspects of water and related land resources development, such as projects in the President's Memorandum of May 12 and 31, 1954, on these matters; (2) the Agricultural Advisory Council, as provided in the Executive Order of April 27, 1954; (3) departmental activities in inter-agency river basin planning; (4) department review of federal and other public agency land and water projects.

and program proposals; (5) responsibilities in land and water policy arising from the delegations from the Secretary of Commerce pursuant to Public Law 87-27 as provided in Secretary's Memorandum No. 1448 and Supplement 1, Revised, February 13, 1962; and (6) land and water policy aspects of the Rural Areas Development Program.

5. WORK GROUPS AND STAFF. The Chairman of the Committee is authorized to establish such special work groups as are deemed essential for carrying out the duties and functions of the Committee and to arrange with administrators of agencies concerned for participation. The Chairman may also request assistance from the Office of Information and the Office of the General Counsel in carrying out the Committee's activities.
6. REPORTS. The report, "Land and Water Resources - A Policy Guide", is serving a useful purpose in orienting Department policy and program decisions. Attention should be given to a review of the relation of prevailing Department policies and programs to the recommendations in that report; the report's implications for new or expanded Department activities; and to the preparation of other reports and revisions as problems and conditions warrant.

Quill

and project proposals; (2) responsibilities in land and water policy arising from the obligations from the Secretary of Commerce pursuant to Public Law 87-27 as provided in Secretary's Memorandum No. 1244 and Supplement 1, dated February 13, 1963; and (3) land and water policy aspects of the Rural Areas Development Program.

7. WITH GROUPS AND STAFFS. The Chairman of the Committee is authorized to establish such special work groups as are deemed essential for carrying out the duties and functions of the Committee and to arrange with such members of agencies concerned for participation. The Chairman may also request assistance from the Office of Information and the Office of the General Counsel in carrying out the Committee's activities.

8. REPORTS. The report, "Land and Water Resources - A Policy Study", is serving a useful purpose in orienting Department policy and program decisions. Attention should be given to a review of the relation of present Department policies and programs to the recommendations in this report; the report's implications for new expanded Department activities; and to the preparation of other reports and reviews as problems and conditions warrant.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 10 1962

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT 1

USDA LAND AND WATER POLICY COMMITTEE

The membership of the Land and Water Policy Committee
(established by Secretary's Memorandum No. 1464, Revised,
as follows:

issued November 2, 1962) is as follows:

John A. Baker, Assistant Secretary, Chairman

John A. Baker, Assistant Secretary, Chairman

Berry A. Steele, ERS

Harry A. Steele, ERS

George E. Bradley, ORAD

Laurence I. Hewes, Jr., ORAD

Dr. Cecil H. Wadleigh, ARS

Dr. Cecil H. Wadleigh, ARS

Fred G. Ritchie, ASCS

Fred G. Ritchie, ASCS

Dr. T. C. Byerly, CSESS

Dr. T. C. Byerly, CSESS

Henry A. Palm, FHA

Henry A. Palm, FHA

E. C. Weitzell, FES

E. C. Weitzell, FES

Hamilton K. Pyles, FS

Hamilton K. Pyles, FS

Charles U. Samenow, REA

Charles U. Samenow, REA

Gladwin Young, SCS

Gladwin Young, SCS

M. L. Upchurch, SEG

M. L. Upchurch, SEG

This memorandum supersedes Secretary's Memorandum No. 1464, Revised -
Supplement 1, dated December 10, 1962.

Quill
Secretary

Joseph A. Robertson
Administrative Assistant Secretary



Growth Through Agricultural Progress

COMMITTEES (Land & Water Policy U.S.D.A.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



December 10, 1962

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT I

USDA LAND AND WATER POLICY COMMITTEE

The membership of the Land and Water Policy Committee
(established by Secretary's Memorandum No. 1464, Revised,
issued November 2, 1962) is as follows:

John A. Baker, Assistant Secretary, Chairman

Harry A. Steele, ERS

Laurence I. Hewes, Jr., ORAD

Dr. Cecil H. Wadleigh, ARS

Fred G. Ritchie, ASGS

Dr. T. G. Byerly, CSSS

Henry A. Palm, FIA

E. C. Weitzel, FES

Hamilton K. Pyles, FS

Charles U. Samenow, REA

Gladwin Young, SCS

M. L. Upchurch, SEG

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 30 1963

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT 1, REVISED

U. S. D. A. Land and Water Policy Committee

The membership of the Land and Water Policy Committee (established by Secretary's Memorandum No. 1464, Revised, issued November 2, 1962) is as follows:

John A. Baker, Assistant Secretary, Chairman

Harry A. Steele, ERS

George E. Bradley, ORAD

Dr. Cecil H. Wadleigh, ARS

Fred G. Ritchie, ASCS

Dr. T. C. Byerly, CSESS

Henry A. Palm, FHA

E. C. Weitzell, FES

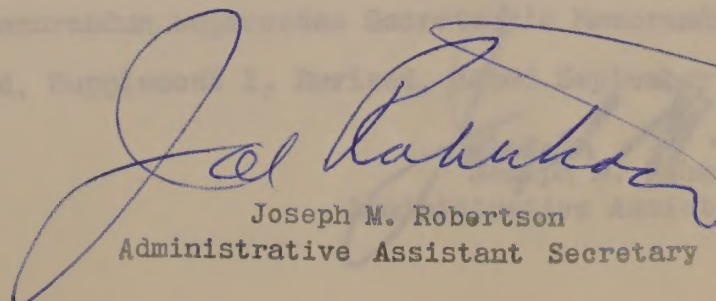
Hamilton K. Pyles, FS

Charles U. Samenow, REA

Gladwin Young, SCS

M. L. Upchurch, SEG

This memorandum supersedes Secretary's Memorandum No. 1464, Revised - Supplement 1, dated December 10, 1962.


Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES (Land & Water Policy, U.S.D.A.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 20, 1962

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT I, REVISED

U. S. D. A. Land and Water Policy Committee

The membership of the Land and Water Policy Committee (established by Secretary's Memorandum No. 1464, Revised, issued November 2, 1962) is as follows:

John A. Baker, Assistant Secretary, Chairman

Harry A. Steele, MRS

George E. Bradley, OMA

Mr. Cecil H. Wadleigh, ABE

Paul G. Ritchie, ASOS

Mr. T. C. Hyatt, CARS

Henry A. Pelt, FA

R. C. Weitzell, MRS

Hamilton K. Pyles, MS

Charles U. Benson, MSA

Gladwin Young, ACS

M. L. Upchurch, SEG

This memorandum supersedes Secretary's Memorandum No. 1464, Revised - Supplement I, dated December 10, 1962.

Joseph M. Thompson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 31, 1964

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT 1, ~~SECOND REVISION~~ REVISED

U. S. D. A. Land and Water Policy Committee

The membership of the Land and Water Policy Committee
(established by Secretary's Memorandum No. 1464, Re-
vised, issued November 2, 1962), is as follows:

John A. Baker, Assistant Secretary, Chairman

Harry A. Steele, ERS, Co-Chairman

George E. Bradley, ORAD

Cecil H. Wadleigh, ARS

Fred G. Ritchie, ASCS

T. C. Byerly, CSRS

Henry A. Palm, FHA

E. C. Weitzell, FES

Hamilton K. Pyles, FS

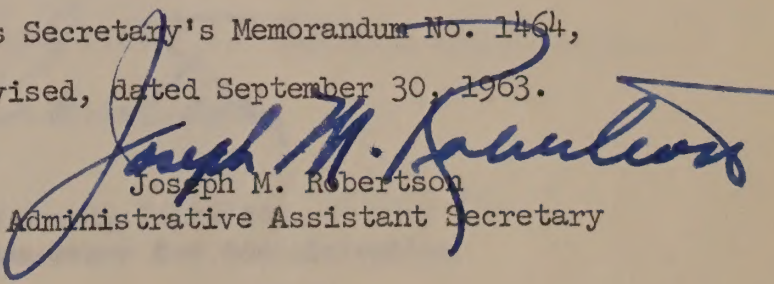
Charles U. Samenow, REA

Gladwin Young, SCS

Howard W. Hjort, SEG

Mark M. Regan, ERS, Executive Secretary

This memorandum supersedes Secretary's Memorandum No. 1464,
Revised, Supplement 1, Revised, dated September 30, 1963.


Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 3, 1964

SECRETARY'S MEMORANDUM NO. 146, REVISED
SUBJECT: A. LAND AND WATER POLICY COMMISSION

A. LAND AND WATER POLICY COMMISSION

The membership of the Land and Water Policy Commission
(established by Secretary's Memorandum No. 146, Re-
vised, dated November 2, 1963), is as follows:

John A. Baker, Assistant Secretary, Chairman

Harry A. Steele, MRS, Co-Chairman

George H. Buckley, OMA

Cecil H. Washburn, MRS

Fred G. Nichols, AGCS

T. G. Iversen, CWS

Henry A. Felt, MIA

E. C. Wetmore, FRS

Hamilton K. Taylor, MRS

Charles U. Barnow, MIA

Gladwin Young, SCB

Howard W. Hight, SCB

Mark M. Heggen, MRS, Executive Secretary

This memorandum superseded Secretary's Memorandum No. 146,
Revised, Supplement 1, Revised, dated September 30, 1963.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

June 30 1967

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT 1, ~~SECOND~~ REVISION *ed*

U.S.D.A. Land and Water Policy Committee

The current membership of the Land and Water Policy Committee (established by Secretary's Memorandum No. 1464, Revised, issued November 2, 1962) is as follows:

John A. Baker, Assistant Secretary, Chairman

M. L. Upchurch, ERS, Co-Chairman

L. I. Hewes, Jr., RCDS, Executive Secretary

Dr. Cecil H. Wadleigh, ARS

Fred G. Ritchie, ASCS

Dr. T. C. Byerly, CSRS

Charles E. Bell, Jr., FES

Henry A. Palm, FHA

John R. McGuire, FS

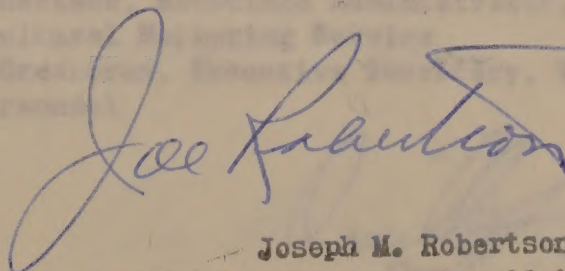
Vernon C. McKee, PEPS

Charles U. Samenow, REA

Kenneth E. Grant, SCS

Lynn Daft, SEG

This memorandum supersedes Secretary's Memorandum No. 1464, Revised, Supplement 1, Revised, dated August 31, 1964.



Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES

(Land and Water Policy; USDA)

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

Page 3 of 1987

SECRETARY'S MEMORANDUM NO. 1464, REVISED
SUPPLEMENT I, SECOND REVISION
U.S.D.A. Land and Water Policy Committee

The current membership of the Land and Water Policy Committee (established by Secretary's Memorandum No. 1464, Revised, issued November 2, 1962) is as follows:

John A. Baker, Assistant Secretary, Chairman

M. L. Upchurch, ERS, Co-Chairman

L. I. Hews, Jr., RCD, Executive Secretary

Dr. Cecil H. Wadleigh, ARS

Fred G. Ritchie, ARS

Dr. T. C. Byerly, CSRS

Charles E. Bell, Jr., FES

Henry A. Palm, FWA

John R. McGuire, FS

Vernon C. McKee, RPS

Charles U. Samenow, REA

Kenneth E. Grant, SCS

Lynn Delf, SEC

This memorandum superseded Secretary's Memorandum No. 1464, Revised, Supplement I, Revised, dated August 31, 1964.

Joseph M. Robinson
Assistant Secretary for Administration

COMMITTEES (Land and Water Policy: U.S.D.A.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 28, 1961.

SECRETARY'S MEMORANDUM NO. 1465

Training in Administrative Management Work Group

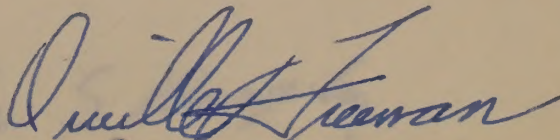
The Department's Training in Administrative Management (TAM) Program is recognized as an established means of developing management leadership and talents.

The major purposes of the Training in Administrative Management Program are:

1. To assist those in management and supervisory positions to gain a broader understanding of the Department in terms of its Agencies, general policies, responsibilities, and programs; and,
2. To assist those in management and supervisory positions to strengthen their skills and knowledges of sound management principles and practices.

A Training in Administrative Management Work Group is hereby appointed and assigned the responsibility to develop policy and procedures for, and give general direction to the planning, organizing, and carrying out of this program. The membership of the Work Group is as follows:

Joseph M. Robertson, (Chairman) Administrative Assistant Secretary
John A. Baker, Director, Agricultural Credit
Dr. M. R. Clarkson, Associate Administrator, Agricultural Research Service
John C. Cooper, Deputy Director, Office of Budget and Finance
Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service
Clare Hendee, Assistant Chief, Forest Service
Dr. Charles E. Kellogg, Assistant Administrator for Soil Survey, Soil Conservation Service
Charles F. Kiefer, Executive Director, Management Operation Staff, Agricultural Economics
Roy W. Lennartson, Associate Administrator, Marketing Service, Agricultural Marketing Service
Albert T. Greatorex, Executive Secretary, TAM Work Group, Office of Personnel


Orville L. Freeman
Secretary

COMMITTEES 5-1

(Administrative Management
Training Work Group)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 28, 1961

SECRETARY'S MEMORANDUM NO. 1462

Training in Administrative Management Work Group

The Department's Training in Administrative Management (TAM) Program is recognized as an established means of developing management leadership and talents.

The major purposes of the Training in Administrative Management Program are:

1. To assist those in management and supervisory positions to gain a broader understanding of the Department in terms of its Agencies, general policies, responsibilities, and programs; and,
2. To assist those in management and supervisory positions to strengthen their skills and knowledge of sound management principles and practices.

A Training in Administrative Management Work Group is hereby appointed and assigned the responsibility to develop policy and procedures for, and give general direction to the planning, organizing, and carrying out of this program. The membership of the Work Group is as follows:

Joseph M. Robertson, (Chairman), Administrative Assistant Secretary
John A. Baker, Director, Agricultural Credit
Dr. M. R. Clarkson, Associate Administrator, Agricultural Research Service
John C. Cooper, Deputy Director, Office of Budget and Finance
Horace B. Godfrey, Administrator, Agricultural Stabilization and Conservation Service
Clare Hendee, Assistant Chief, Forest Service
Dr. Charles E. Kellogg, Assistant Administrator for Soil Survey, Soil Conservation Service
Charles F. Kiefer, Executive Director, Management Operation Staff, Agricultural Economics
Roy W. Lennartson, Associate Administrator, Marketing Service, Agricultural Marketing Service
Albert T. Grestorck, Executive Secretary, TAM Work Group, Office of Personnel

Orville L. Freeman
Secretary

COMMITTEES 2-1

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 7, 1961

SECRETARY'S MEMORANDUM NO. 1466

Advisory Committee on Feed Grains and Wheat

Development of long-range programs to help assure prosperity and stability for feed grains and wheat producers is a matter of considerable public interest and is of deep concern to the Department of Agriculture. Adequate supplies of grains and livestock products to meet all needs at satisfactory prices to producers and reasonable costs to consumers, and at lower costs to the Government are clearly in the public interest.

In order to bring the experience and the knowledge of producers and representatives of the grain industry to bear on these problems, I am establishing an Advisory Committee on Feed Grains and Wheat under the provisions of the Agricultural Act of 1961.

This Committee will meet at my request to advise the Department of Agriculture on legislative proposals and other matters connected with feed grains and wheat. The Committee will serve for an indefinite period at my discretion, and will be eligible for reimbursement of travel and other expenditures according to applicable statutes and regulations of the Department of Agriculture.

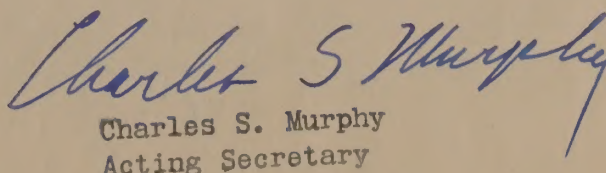
Mr. Fred Heinkel of Columbia, Missouri, will be Chairman of the Committee. Subcommittee Chairmen will be Mr. Fred Ludwig of Laurens, Iowa, for feed grains and Mr. Anson Horning of Larned, Kansas, for wheat. Dr. Willard Cochrane, Director, Agricultural Economics, will be the official Department of Agriculture representative and John Schnittker, Staff Advisor, Agricultural Economics, will be the Executive Secretary. ~~Other~~ ^{full} Members of the Committee will be:

Feed Grains Subcommittee:

(Names will be supplied)

Wheat Subcommittee:

(Names will be supplied)


Charles S. Murphy
Acting Secretary

COMMITTEES 5-1 (Feed Grains & Wheat, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 7, 1933

SECRETARY'S MINUTES NO. 1116

Advisory Committee on Feed Grains and Wheat

Development of long-range programs to help assure prosperity and stability for feed grains and wheat producers is a matter of considerable public interest and is of deep concern to the Department of Agriculture. Adequate supplies of grains and livestock products to meet all needs at satisfactory prices to producers and reasonable costs to consumers, and at lower costs to the Government are clearly in the public interest.

In order to bring the experience and the knowledge of producers and representatives of the grain industry to bear on these problems, I am establishing an Advisory Committee on Feed Grains and Wheat under the provisions of the Agricultural Act of 1931.

This Committee will meet at my request to advise the Department of Agriculture on legislative proposals and other matters connected with feed grains and wheat. The Committee will serve for an indefinite period at my discretion, and will be eligible for reappointment of travel and other expenses according to applicable statutes and regulations of the Department of Agriculture.

Mr. Fred Hinkel of Columbia, Missouri, will be Chairman of the Committee. Subcommittee Chairmen will be Mr. Fred Ludwig of Kansas, Iowa, for feed grains and Mr. Aaron Hanning of Kansas, Texas, for wheat. Dr. Willard Cochran, Director, Agricultural Economics, will be the official Department of Agriculture representative and John Schmitzer, Staff Advisor, Agricultural Economics, will be the Executive Secretary. Other members of the Committee will be:

Feed Grains Subcommittee:

(Names will be supplied)

Wheat Subcommittee:

(Names will be supplied)

[Handwritten signature and stamp]
J. Edgar Hoover
Director
U. S. Department of Justice

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1467

Peanut Price Support Differential Industry Advisory Committee

Development of peanut price support differentials for the 1962 crop peanuts which are equally satisfactory to the three peanut producing areas--Southeast, Southwest, and Virginia-Carolina--is of deep concern to the Department of Agriculture.

In order to bring the experience and knowledge of the growers and shellers of the peanut industry to bear on this problem, I am establishing a Peanut Price Support Differential Industry Advisory Committee under the provisions of the Agricultural Act of 1961.

This Committee will meet at my request to advise the Department on this problem, and will serve for a period of six months. Funds will be available for reimbursement of travel and other official expenses of Committee members.

Mr. J. E. Thigpen, Director, Oils and Peanut Division, Agricultural Stabilization and Conservation Service, will be the Chairman of the Committee; Mr. Joe F. Davis, Price Division, ASCS, will be the Vice Chairman; and Mr. Lloyd I. Holmes, Oils and Peanut Division, ASCS, will be the Executive Secretary. Other members of the Committee are as follows:

SOUTHEAST AREA

D. H. Harden
Grady Dunn
C. G. Fuqua
Perry M. Culpepper
J. B. Roberts
Roy Parrish
H. M. Sessions

SOUTHWEST AREA

Barton Scott
E. A. Walker
Johnnie Rollins
Jesse Leach
John Haskins
Pat Cagle
Sydney C. Reagan

VIRGINIA-CAROLINA
AREA

S. W. Lee
William V. Rawlings
Joe S. Sugg
William E. Little
Harvard R. Birdsong
W. T. Pond, Jr.
W. Randolph Carter

COMMITTEES

(Peanut Price Support Differential
Industry Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S REPLY TO LETTER NO. 1457

Perennial Price Support Differential Industry Advisory Committee

Perennial price support differential for the 1952 crop year, which are equally applicable to the three perennial growing seasons, 1952-53, 1953-54, and 1954-55, are being considered by the Department of Agriculture.

In order to bring the experience and knowledge of the growers and shippers of the perennial industry to bear on this problem, I am establishing a Perennial Price Support Differential Industry Advisory Committee under the provisions of the Agricultural Act of 1949.

This Committee will meet at my request to advise the Department on the problem, and will serve for a period of six months. Funds will be available for the reimbursement of travel and other official expenses of Committee members.

Mr. J. E. Wiggins, Director, Office of Economic Stabilization, Agricultural Stabilization and Conservation Service, will be the Chairman of the Committee; Mr. J. E. Davis, Price Division, ARCS, will be the Vice Chairman; and Mr. Lloyd I. Brown, Price and Market Division, ARCS, will be the Executive Secretary. Other members of the Committee are as follows:

SOUTHWEST AREA	CENTRAL AREA	NORTHWEST AREA
H. W. Gardner	Harold Scott	E. W. Lee
C. C. Brown	E. A. Gainer	William V. Fawcett
C. C. Brown	Johnnie Edlin	Joe E. Burt
Harry M. Gifford	Jesse Leach	William C. Little
J. A. Roberts	John Leach	Harvey L. Edwards
Roy Garrison	Earl Ogels	E. T. Ford, Jr.
H. H. Roberts	Sydney D. Neenan	E. Randolph Carter

COMMITTEE
Perennial Price Support Differential Industry Advisory Committee

September _____, 1961

SECRETARY'S MEMORANDUM NO. _____

Peanut Price Support Differential Industry Advisory Committee

Development of peanut price support differentials for the 1962 crop peanuts which are equally satisfactory to the three peanut producing areas - Southeast, Southwest, and Virginia-Carolina - is of deep concern to the Department of Agriculture.

In order to bring the experience and knowledge of the growers and shellers of the peanut industry to bear on this problem, I am establishing a Peanut Price Support Differential Industry Advisory Committee under the provisions of the Agricultural Act of 1961.

This Committee will meet at my request to advise the Department on this problem, ^{and} ~~This Committee~~ will serve for ^{a period of} six months, ^{Funds available} and will be ~~eligible~~ ^{official expenses of Committee members} for reimbursement of travel and other ~~expenditures~~ according to applicable statutes and regulations of the Department of Agriculture.

Mr. J. E. Thigpen, Director, Oils and Peanut Division, ASCS will be ^(spell out) the Chairman of the Committee; Mr. Joe F. Davis, Price Division, ASCS, will be ^{the} Vice Chairman; and Mr. Lloyd I. Holmes, Oils and Peanut Division, ASCS, will be ^{the} Executive Secretary. ^{Other} Members of the Committee are as follows:

SOUTHEAST AREA

Growers:

D. H. Harden, Manager, GFA Peanut Association, Camilla, Georgia
Grady Dunn, ^{Director} GFA Peanut Association, Samson, Alabama
C. G. Fuqua, 1st Vice-President, GFA Peanut Association, Barney, Georgia
Perry M. Culpepper, Director, GFA Peanut Association, Cordele, Georgia

Shellers:

J. B. Roberts, President, Dothan Oil Mill, Dothan, Alabama
Roy Parrish, Manager, Gold Kist Peanut Growers, Moultrie, Georgia
H. M. Sessions, President, Sessions Company, Inc., Enterprise, Alabama

Continued by
Q22

SOUTHWEST AREAGrowers:

Barton Scott, Director, Southwestern Peanut Growers Assn., Binger, Oklahoma
E. A. Walker, Chairman of the Board, Southwestern Peanut Growers Assn., De Leon, Texas
Johnnie Rollins, Director, Southwestern Peanut Growers Assn., Granbury, Texas
Jesse Leach, Director, Southwestern Peanut Growers Assn., Holdenville, Oklahoma

Shellers:

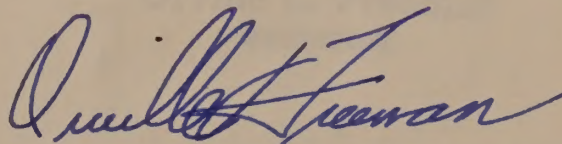
John Haskins, Manager, Durant Peanut Company, Durant, Oklahoma
Pat Cagle, President, Durham Peanut Company, Comanche, Texas
Sydney C. Reagan, General Counsel, Southwestern Peanut Shellers Assn.,
3840 Greenbrier Drive, Dallas 25, Texas

VIRGINIA-CAROLINA AREAGrowers:

S. W. Lee, Manager, Peanut Growers Cooperative Marketing Assn., Franklin, Va.
William V. Rawlings, Executive Secretary, Association of Virginia Peanut &
Hog Growers, Inc., Capron, Virginia
Joe S. Sugg, Executive Secretary, North Carolina Peanut Growers Assn., Rocky
Mount, North Carolina
William E. Little, Rt. #2, Elm City, North Carolina - Northeastern Field
Representative of the North Carolina Farm Bureau

Shellers:

Harvard R. Birdsong, Birdsong Storage Company, Suffolk, Virginia
W. T. Pond, Jr., President, Pond Brothers Peanut Company, Suffolk, Virginia
W. Randolph Carter, Secretary, Virginia-Carolina Peanut Assn., Inc., Suffolk, Va.



10-6-61

MEMORANDUM

TO :

FROM : Mr. Tolson, Mr. E. A. Tamm, Mr. Clegg, Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Carson, Mr. Egan, Mr. Gurnea, Mr. Hendon, Mr. Pennington, Mr. Quinn, Mr. Nease, Mr. Gandy.

SUBJECT :

Re: [Illegible text]

ADMINISTRATIVE

TO :

FROM : Mr. Tolson, Mr. E. A. Tamm, Mr. Clegg, Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Carson, Mr. Egan, Mr. Gurnea, Mr. Hendon, Mr. Pennington, Mr. Quinn, Mr. Nease, Mr. Gandy.

SUBJECT :

Re: [Illegible text]

[Handwritten signature]

10 - 6 - 61

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April ¹⁵~~28~~, 1962
20,

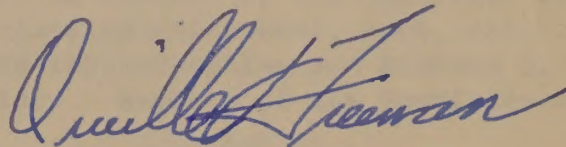
SECRETARY'S MEMORANDUM NO. 1467, SUPPLEMENT NO. 1

Termination of Peanut Price Support Differential Industry Advisory Committee

Members of the above named Committee established on October 6, 1961 by Secretary's Memorandum No. 1467 met with Department officials at four different meetings between October 19, 1961 and February 27, 1962. A unanimous agreement was reached by the three peanut producing areas on recommendations for price support differentials for the 1962 crop. These recommendations were considered by the Department in the determination of price support for each of the types of peanuts for the 1962 crop.

It is encouraging to the Department that satisfactory agreement was reached on the complex problem of differentials. The committee process provided a medium for resolving differences in an objective and fair manner.

Recommendations of the Committee have been incorporated into the peanut program for 1962, and the Committee and all subcommittees thereto, are hereby terminated.



Orville L. Freeman
SECRETARY

COMMITTEES (Peanut Price Support Differential Industry, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

COMMITTEE'S RECOMMENDATION NO. 1957, CONTINUED NO. 1

Termination of Peanut Price Support Differential Program, Advisory Committee

Reports of the above named Committee established on October 6, 1951 by Secretary's Memorandum No. 1957 and with Department officials as their advisors, meeting a request received October 19, 1951 and February 27, 1952. A unanimous decision was reached by the Committee to terminate price support on peanut oilseed and for price support differentials for the 1952 crop. These recommendations were submitted by the Department in the Departmental Report for each of the types of peanuts for the 1952 crop.

It is suggested to the Department that satisfactory agreement was reached on the general problem of differentials. The Committee process provided a basis for resolving differences in an objective and fair manner.

Recommendations of the Committee have been incorporated into the peanut program for 1952, and the Committee and all subsidiaries thereof, are hereby terminated.

October 6, 1961.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1468

Advisory Committee on Turkeys and Turkey Hatching Eggs

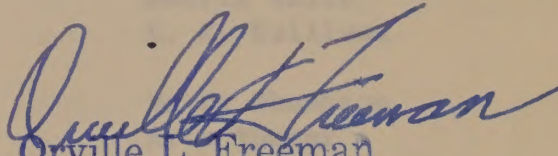
Development of programs to facilitate supply adjustment and economic stability for turkey producers is of immediate concern to the turkey industry and the Department of Agriculture. An adequate supply of turkeys at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to a request from a major segment of the turkey industry and in order to effectuate the purposes of the Agricultural Marketing Agreements Act of 1937, as amended, I am establishing an Advisory Committee on Turkeys and Turkey Hatching Eggs under the provisions of the Agricultural Act of 1961.

This Committee will meet ^{with} and advise the Department of Agriculture on needed legislation, proposed marketing agreements or orders for turkeys and/or turkey hatching eggs, and other matters connected with these commodities. The Committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

The Chairman of the Committee will be elected by the Committee from its membership. Ed Jaenke, Associate Administrator, ASCS, will be the official Department of Agriculture representative and Richard C. Larkin, AMS, will be the Executive Secretary. Members of the Committee will be:

(Names will be supplied when check is completed)


Orville L. Freeman
SECRETARY

COMMITTEES (Turkey Stabilization)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM FOR THE SECRETARY

Advisory Committee on Tariffs and Trade

Development of a program to facilitate supply adjustment and economic stability for the purpose of maintaining a balance of trade and a healthy industry and the Department of Agriculture. In order to supply of foreign products to producers and consumers in the United States is clearly in the public interest.

In response to a request from the Secretary of the United States and in order to effectuate the purposes of the Agricultural Tariff Act of 1922, as amended, I am establishing an Advisory Committee on Tariffs and Trade. The Committee shall be composed of representatives of the Agricultural Act of 1922.

This Committee will report and advise the Department of Agriculture on matters relating to the proposed tariff adjustment on foreign products and/or other matters connected with the adjustment of foreign products for the purpose of maintaining a balance of trade and a healthy industry. Funds will be available for the maintenance of travel and other official expenses of Committee members.

The Chairman of the Committee will be elected by the Committee from among its members. As Secretary, Assistant Secretary, AGO, will be the official representative of Agriculture representatives and Richard D. Smith, will be the Executive Secretary. Members of the Committee will be:

(Names will be supplied when check is completed)


Charles F. Brannan
Secretary

PROPOSED TURKEY STABILIZATION COMMITTEE

J. Arza Adams

Howard Kauffman

I. A. Barlos
Herbert Beyers
Paul Bornhoft
Perry Browning

Robert McPherrin
Ralph Mernaugh
Dean Mertz
Roland Misfeldt

E. J. Cashman
E. C. Compton
Frank Creager

Birger Nurminen
Lloyd Peterson
Cecil Pitts

Marvin DeWitt

B. F. Engelbrecht

Walter H. Schwedler
Carl Stout
Ira Swank
J. D. Sykes

Mike Hallren
Lorenz Helfter
Chester Housh
W. B. Howard

Pat Teague
Raymond A. Thompson
C. N. Thurnbeck
Everett W. Turner

(Mrs.) Jean Ingersoll

Wallace Jerome

Howard E. Welsh

ALTERNATES

Joseph Brook
Kenneth Brooks
Leroy Brutus

John Morgan
Joseph M. Morrow

Peter C. Crafts

Morris Smith
L. R. Sullivan

Gordon Gardner
Alden Godwin

Harry Thompson
Arlo Turner

Hugo Herzog

Art Lanz

PROPOSED TURKEY STAMINATING COMMITTEE

Howard Kaulbach	J. Aris Adams
Robert McWhirter	I. A. Barlow
Keith Moxnaugh	Herbert Rogers
Dean Martin	Paul Bornholt
Roland Miesfeld	Perry Browning
Singer Morrison	E. J. Casperson
Elroy Peterson	E. C. Compton
Neill Pitts	Frank Greager
Walter H. Schneider	Harvin Dettie
Dave Reed	B. F. Engelbrecht
Ern Swann	Alma Halton
J. W. Sykes	Lorenz Holter
Pat Tague	Charles House
Raymond A. Thompson	W. H. Howard
E. W. Throckmole	(Mrs.) Jean Ingels
Robert W. Turner	Wallace Jerome
Howard E. Walsh	

AMMUNITION

John Morgan	Joseph Brock
Joseph M. Morrow	Kenneth Brooks
Merle Smith	Jeroy Bruns
H. R. Sullivan	Peter C. Crafts
Harry Thompson	Gordon Gardner
Auto Turner	Alden Goshin
	Hugo Harzog
	Art Jann

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 18, 1961.

SECRETARY'S MEMORANDUM NO. 1469

Review Committee on Emergency Programs

1. Purpose. When drought, floods, outbreaks of animal and plant disease, insect infestations, forest fires, and other emergency conditions arise, the Department is often called upon to initiate remedial or relief measures. In such contingency the resources of the Department constitute a national asset to be used, under appropriate legal authority, with prudence and effectiveness. While emergency situations, in general, have a temporary character, and frequently are met by expedient means, recurring activities of this type suggest need for pre-determined plans applicable to the particular kind of emergency. It would be the objective of such planning to assure that clear-cut authority exists, that stand-by programs are in readiness, and that funds are available for timely use.

These considerations suggest the need for thorough study to identify policy issues, to determine criteria for the guidance of Department officials, and to develop plans-in-readiness for fast response in mounting action programs suitable to emergency conditions. This approach to better administration should minimize needless delay, hasty decisions, and waste of money and manpower.

2. Committee Scope. There is hereby established a Review Committee on Emergency Programs which will undertake assignments as follows:

1. Survey the present readiness of the Department's current stand-by programs and facilities;
2. Recommend needed organizational changes to facilitate prompt and adequate aid in the case of disasters;
3. Recommend needed changes in Departmental regulations and policies;
4. Recommend needed or amended legislative authorizations; and
5. Survey existing State laws and resources for assistance when disaster confronts the people in any State.

COMMITTEES 5-1

Committee on Emergency Programs, Review

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 15, 1961

MEMORANDUM FOR THE SECRETARY

Review Committee on Emergency Programs

1. Response. When drought, flood, outbreak of animal and plant diseases, insect infestations, forest fires, and other emergency conditions occur, the Department is often called upon to initiate emergency relief measures. In such emergency the resources of the Department constitute a national asset to be used, under appropriate legal authority, with promptness and effectiveness. While emergency relief is, by its very character, and especially as met by emergency relief, a temporary activity of this type suggests need for pre-determined plans applicable to the particular kind of emergency. It would be the objective of such planning to restore that efficient authority which that emergency programs are in readiness, and that funds are available for timely use.

These considerations suggest the need for thorough study to identify policy issues, to determine existing for the guidance of future action, and to develop plans-in-readiness for fast response in existing action programs suitable to emergency conditions. This approach to better administration should include technical staff, policy decisions, and waste of money and manpower.

2. Proposed Program. There is hereby established a Review Committee on Emergency Programs which will undertake assignments as follows:

1. Survey the present readiness of the Department's current standing programs and facilities;
2. Recommend needed organizational changes to facilitate prompt and adequate aid in the case of disaster;
3. Recommend needed changes in Departmental regulations and policies;
4. Recommend needed or amended legislative authorities; and
5. Survey existing State laws and resources for assistance when disaster strikes the people in any State.

3. Members Appointed. Membership of the committee will consist of the following persons:

Byron G. Allen (Sec), Chairman
 John A. Baker, Director, Agricultural Credit
 James Browning, Agricultural Stabilization and Conservation Service
 Howard Campbell, Office of the General Counsel
 George A. Dice, Agricultural Marketing Service
 Jack Frost, Farmers Home Administration
 Raymond W. Heinen, Soil Conservation Service
 Clare Hendee, Forest Service
 Carl A. Larson, Agricultural Stabilization and Conservation Service
 Jack Morrison, Federal Crop Insurance Corporation
 John L. Wells, Office of Budget and Finance
 Frank H. Spencer, Agricultural Research Service

4. Completion of Report. It is urgent that the committee conduct its business with dispatch and submit its report to the Secretary not later than December 15, 1961. Upon completion of the report the committee will be dissolved.

Carl E. Brown, Director of Personnel

Dr. H. E. Clarks, Associate Administrator, ARS

H. Robert Bear of the ARS
 Secretary and Director

Charles S. Murphy
 Charles S. Murphy
 Acting Secretary

The Committee will review and recommend to the Secretary the Department's personnel policy and procedures relating to agricultural development. It will represent the Department in matters of policy with other agencies of the Federal Government on agricultural development of Department activities. The Committee is authorized to utilize the services of any Department employee on a non-exclusive detail basis.

Joseph M. Robertson
 Joseph M. Robertson
 Administrative Assistant, Secretary

Confidential Dept. Employee

3. Members Appointed. Membership of the committee will consist of the following persons:

Byron C. Allen (Sec), Chairman
John A. Baker, Director, Agricultural Credit
James Brown, Agricultural Stabilization and Conservation Service
Howard Campbell, Office of the General Counsel
George A. Rice, Agricultural Marketing Service
Jack Frost, Federal Home Administration
Raymond W. Nathan, Soil Conservation Service
Clare Hendon, Forest Service
Earl A. Hansen, Agricultural Stabilization and Conservation Service
Jack Harrison, Federal Crop Insurance Corporation
John A. Wills, Office of Budget and Finance
Frank H. Spencer, Agricultural Research Service

4. Completion of report. It is urged that the committee conduct its business with dispatch and submit its report to the Secretary not later than December 15, 1951. Upon completion of the report the committee will be dissolved.

Charles E. Murphy
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 20, 1961

MEMORANDUM NO. 1470

Committee on Deferment of Department Employees

The present world situation which has necessitated the augmentation of our Armed Forces has in turn created problems in the management of the staff of the Department. Many of our employees are either subject to call to active duty under the Ready Reserve program of the Armed Forces or to induction under Selective Service legislation. In order that we may have a uniform policy and procedure regarding deferments or actions of comparable effect and comply with directives of the Civil Service Commission and other sources which may be binding upon the Department, I am establishing the following Committee on Deferment of Department Employees.

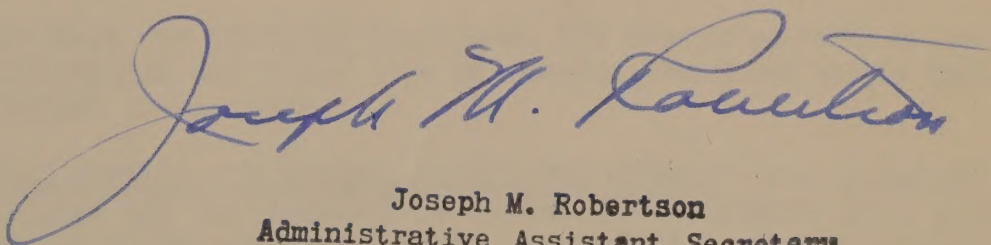
Joseph M. Robertson, Administrative Assistant Secretary, Chairman

Carl B. Barnes, Director of Personnel

Dr. M. R. Clarkson, Associate Administrator, ARS

N. Robert Bear of the Office of Personnel will serve as Executive Secretary and alternate member of the Committee

The Committee will review before issuance, Office of Personnel instructions which will convey to the agencies Department policy and procedure regarding occupational deferments. It will represent the Department on matters of policy with other agencies of the Federal Government on occupational deferment of Department employees. The Committee is authorized to utilize the services of any Department employee on a non-reimbursable detail basis.



Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES 5-1

(Deferment of Dept. Employees)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 20, 1941

MEMORANDUM NO. 1478

Committee on Deferral of Department Employees

The present world situation which has necessitated the suspension of our Armed Forces has in turn created problems in the management of the staff of the Department. Many of our employees are either subject to call to active duty under the Ready Reserve program of the Armed Forces or to induction under Selective Service legislation. In order that we may have a uniform policy and procedure regarding deferments or actions of comparable effect and comply with directives of the Civil Service Commission and other sources which may be binding upon the Department, I am establishing the following Committee on Deferral of Department Employees.

Joseph M. Robertson, Administrative Assistant Secretary, Chairman

Carl R. Barnes, Director of Personnel

Dr. M. R. Clarkson, Associate Administrator, AIS

N. Robert Barr of the Office of Personnel will serve as Executive Secretary and alternate member of the Committee

The Committee will review before issuance Office of Personnel instructions which will convey to the agencies Department policy and procedure regarding occupational deferments. It will represent the Department on matters of policy with other agencies of the Federal Government on occupational deferment of Department employees. The Committee is authorized to utilize the services of any Department employee on a non-reimbursable detail basis.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 19 1965

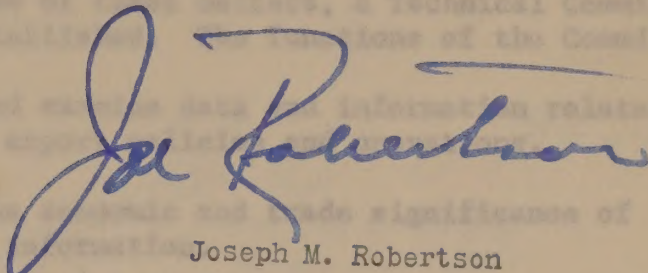
SECRETARY'S MEMORANDUM NO. 1470

Technical Committee on Grain Exports

SECRETARY'S MEMORANDUM NO. 1470, SUPPLEMENT 1

Committee on Deferment of Department Employees

Secretary's Memorandum No. 1470 of October 20, 1961, is being amended to appoint Dr. Robert J. Anderson as a member of the subject Committee in lieu of Dr. M. R. Clarkson, who retired on July 18, 1964.



Joseph M. Robertson
Assistant Secretary for Administration

1. PURPOSE. The commodity export programs of the Commodity Credit Corporation are one of the major responsibilities of the Department of Agriculture. The Corporation's export programs are of great importance to the Department and the Nation. Of special interest are the Corporation's policies regarding the use of special export facilities. The Corporation's policies regarding the use of special export facilities are of great importance to the Department and the Nation. The Corporation's policies regarding the use of special export facilities are of great importance to the Department and the Nation.
2. ESTABLISHMENT AND FUNCTIONS OF COMMITTEE. In order to provide the means for an adequate review of the Corporation's policies regarding the use of special export facilities, a Technical Committee on Grain Exports is hereby established. The functions of the Committee will be to:
 - a. Collect and analyze data and information related to CCC grain export programs.
 - b. Analyze the data and information and make recommendations of policy and procedural changes.
 - c. Explore and evaluate alternative CCC policies.
 - d. Summarize findings and prepare recommendations for CCC policy or procedural changes.
3. COMMITTEE REPORTS AND RESPONSIBILITIES FOR REVIEW. The Committee will report its findings and recommendations to the Board of Directors, CCC, from time to time, as is deemed appropriate. The Board, under supervision of the Secretary, will be fully responsible for review of, and action on, Committee findings. Consultation with interested groups is expected to precede any major changes in the policies now being followed in the areas listed for study.

COMMITTEE 5-1

COMMITTEES (Deferment of Dept. Employees)

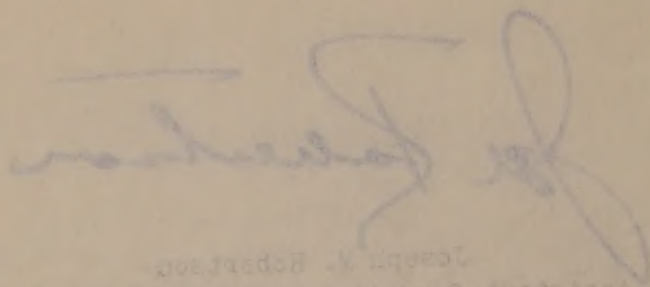
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 19, 1962

SECRETARY'S MEMORANDUM NO. 1470, SUPPLEMENT I

Committee on Personnel of Department Employees

Secretary's Memorandum No. 1470 of October 30, 1961, is being amended to appoint Dr. Robert J. Anderson as a member of the subject Committee in lieu of Dr. M. R. Clarkson, who retired on July 18, 1961.



Joseph M. Robinson
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 26, 1961.

SECRETARY'S MEMORANDUM NO. 1471

Technical Committee on Grain Exports

1. PURPOSE. The commodity export programs of the Commodity Credit Corporation are one of the major instruments for carrying out Department responsibilities for managing and utilizing the nation's grain stocks. The Corporation's grain export policies and sales activities serve, and are of great concern to, producers, the grain trade, the public and the Congress. Of special expressed interest are the Corporation's policies covering the use of PIK (payment-in-kind) certificates for payment of export subsidies, the interchangeability of PIK certificates, the use of PIK certificates to pay for commodities for donation programs, the extent that export grain should be drawn from private and Government stocks, and related matters. It appears wise to have a general review of those special matters relating to grain exports.
2. ESTABLISHMENT AND FUNCTIONS OF COMMITTEE. In order to provide the means for an adequate review of these matters, a Technical Committee on Grain Exports is hereby established. The functions of the Committee will be to:
 - a. Collect and examine data and information related to CCC grain export policies and operations.
 - b. Analyze the economic and trade significance of collected information.
 - c. Explore and appraise alternative CCC policies.
 - d. Summarize findings and prepare recommendations for CCC policy or procedural changes.

In performing its assigned functions, the Committee will be expected to seek information and views from producers, the grain trade and others, as is deemed appropriate.

3. COMMITTEE REPORTS AND RESPONSIBILITY FOR REVIEW. The Committee will report its findings and recommendations to the Board of Directors, CCC, from time to time, as is deemed appropriate. The Board, under supervision of the Secretary, will be fully responsible for review of, and action on, Committee findings. Consultation with interested groups is expected to precede any major changes in the policies now being followed in the areas listed for study.

COMMITTEES 5-1.

(Committee on Grain Exports, Technical)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 24, 1941

SECRETARY'S MEMORANDUM NO. 107

Technical Committee on Grain Exports

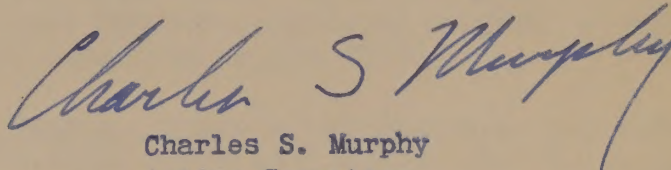
1. PURPOSE. The commodity export programs of the Commodity Credit Corporation are one of the major instruments for carrying out Government responsibility for managing and utilizing the nation's grain stocks. The Corporation's grain export policies and sales activities have, and are of great concern to, producers, the grain trade, the public and the Congress. Of special interest are the Corporation's policies covering the use of FIM (payment-in-kind) certificates for payment of export subsidies, the interrelationship of FIM certificates, the use of FIM certificates to pay for commodities for donation programs, the extent that export grains should be drawn from private and Government stocks, and related matters. It appears wise to have a general review of these special matters relating to grain exports.
2. ESTABLISHMENT AND FUNCTIONS OF COMMITTEE. In order to provide the means for an adequate review of these matters, a Technical Committee on Grain Exports is hereby established. The functions of the Committee will be to:
 - a. Collect and examine data and information related to CCC grain export policies and operations.
 - b. Analyze the economic and trade significance of collected information.
 - c. Explore and appraise alternative CCC policies.
 - d. Summarize findings and prepare recommendations for CCC policy or procedural changes.In performing its assigned functions, the Committee will be expected to seek information and views from producers, the grain trade and others, as is deemed appropriate.
3. COMMITTEE REPORTS AND RESPONSIBILITY FOR REVIEW. The Committee will report its findings and recommendations to the Board of Directors, CCC, from time to time, as is deemed appropriate. The Board, under supervision of the Secretary, will be fully responsible for review of, and action on, Committee findings. Consultation with interested groups is expected to precede any major changes in the policies now being followed in the areas listed for study.

COMMITTEE 2-1

4. MEMBERSHIP OF COMMITTEE. Members of the Technical Committee on Grain Exports are as follows:

Nathan Koffsky, ERS, Chairman
John Schnittker, SEG
Roland Ballou, ASCS
Arthur Thompson, ASCS
Robert Beach, ASCS
Raymond Vickery, FAS
John Dean, FAS
Walter Davidson, AMS
Edward Shulman, OGC
Robert Walsh, ERS, Secretary

5. TERMINATION OF COMMITTEE ASSIGNMENT. All parts of the Committee's assignment are expected to be completed and the Committee terminated by May 1, 1962.


Charles S. Murphy
Acting Secretary

4. MEMBERSHIP OF COMMITTEE. Members of the Technical Committee on Grain Exports are as follows:

Nathan Koffsky, ERS, Chairman
 John Schmalzer, SEC
 Roland Ballou, ARCS
 Arthur Thompson, ARCS
 Robert Beach, ARCS
 Raymond Vickery, FAR
 John Dean, FAR
 Walter Davidson, ARS
 Edward Shuman, OGC
 Robert Walsh, ERS, Secretary

5. TERMINATION OF COMMITTEE ASSIGNMENT. All parts of the Committee's assignment are expected to be completed and the Committee terminated by May 1, 1962.

Charles E. Smith
 Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 13, 1962

MEMORANDUM NO. 1471-5-1

Technical Committee on Grain Exports

The purpose and functions of the Technical Committee on Grain Exports, established by Secretary's Memorandum No. 1471 on October 26, 1961, have been completed, and the Committee is hereby terminated.

Charles S. Murphy
Charles S. Murphy
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 12, 1961

MEMORANDUM FOR

Technical Committee on Grain Exports

The purpose and functions of the Technical Committee on Grain Exports, established by Secretary's Memorandum No. 1471 on October 26, 1961, have been completed, and the Committee is hereby terminated.

Walter S. [Signature]
Special Agent in Charge
Grain Marketing

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 2, 1961.

SECRETARY'S MEMORANDUM NO. 1472

Designation of Chairmen of USDA State and County Defense Boards

1. U.S.D.A. Defense Boards. The previously named U.S.D.A. State and County Emergency Planning Committees, State Administrators and Staff, and County Agriculture Defense Boards are hereby redesignated "U.S.D.A. State and County Defense Boards." All references in existing documents to Emergency Planning Committees, State Administrators and County Agriculture Defense Boards shall be regarded as references to U.S.D.A. Defense Boards.
2. Designation of State and County Defense Board Chairmen. State Executive Directors and County Office Managers of Agricultural Stabilization and Conservation Service are hereby designated Chairmen of all U.S.D.A. State and County Defense Boards respectively. These designations, which have been concurred in by the agencies involved, supersede those previously made to other agency representatives. The change is designed to strengthen the Department's defense effort by establishing more direct and more uniform lines of coordination and communication. The chairmen also will be the ASCS representatives. Deputy chairmen will continue to be selected by the Boards, as heretofore, from agency representatives on the Boards. To the extent practical Deputy Chairmen should be located in the same building or at least in the same town as the Chairmen.
3. Metropolitan Area Defense Boards. Where a Metropolitan Area Defense Board is established, the State Defense Board will select the Chairman.
4. Transfer of Responsibilities. Outgoing Defense Board chairmen shall turn over to the new chairmen all records and documents relating to Board (or previous Emergency Planning Committee) activities. In addition, they should give new chairmen all possible information and assistance in their take-over of duties, through personal contact and briefings.
5. Responsibilities of Agency Representatives. Responsibilities of agency representatives on Defense Boards are unchanged by this Memorandum. They will continue to represent their agencies in all Board activities, and particularly in assuring that the agency responsibility is carried out and that agency facilities are available and agency action coordinated with the total Departmental defense effort.
6. Effective Date. The provisions of this Memorandum are effective immediately.

Charles S. Murphy
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 2, 1957

SECRETARY'S MEMORANDUM NO. 147

Designation of Chairman of USDA State and County Defense Boards

1. U.S.D.A. Defense Boards. The previously named U.S.D.A. State and County Emergency Planning Committees, State Administrators and Staff, and County Agriculture Defense Boards are hereby redesignated "U.S.D.A. State and County Defense Boards." All references in existing documents to Emergency Planning Committees, State Administrators and County Agriculture Defense Boards shall be regarded as references to U.S.D.A. Defense Boards.
2. Designation of State and County Defense Board Chairmen. State Executive Directors and County Office Managers of Agricultural Stabilization and Conservation Service are hereby designated Chairmen of all U.S.D.A. State and County Defense Boards respectively. These designations, which have been concurred in by the agencies involved, supersede those previously made to other agency representatives. The change is designed to strengthen the Department's defense effort by establishing more direct and more uniform lines of coordination and communication. The Chairmen also will be the ASOS representatives. Deputy Chairmen will continue to be selected by the Boards, as heretofore, from agency representatives on the Boards. To the extent practical Deputy Chairmen should be located in the same building or at least in the same town as the Chairmen.
3. Metropolitan Area Defense Boards. Where a Metropolitan Area Defense Board is established, the State Defense Board will select the Chairman.
4. Transfer of Responsibilities. Outgoing Defense Board Chairmen shall turn over to the new Chairmen all records and documents relating to Board (or previous Emergency Planning Committee) activities. In addition, they should give new Chairmen all possible information and assistance in their take-over of duties, through personal contact and briefing.
5. Responsibilities of Agency Representatives. Responsibilities of agency representatives on Defense Boards are unchanged by this Memorandum. They will continue to represent their agencies in all Board activities, and particularly in assuring that the agency responsibility is carried out and that agency facilities are available and agency action coordinated with the total Departmental defense effort.
6. Effective Date. The provisions of this Memorandum are effective immediately.

Charles E. Murphy
Acting Secretary

Private as noted
QSR
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

and more uniform

SECRETARY'S MEMORANDUM NO. 1472

Designation of Chairmen of USDA State and County Defense Boards

1. U.S.D.A. Defense Boards. The previously named U.S.D.A. State and County Emergency Planning Committees, State Administrators and Staff, and County Agriculture Defense Boards are hereby redesignated "U.S.D.A. State and County Defense Boards." All references in existing documents to Emergency Planning Committees, State Administrators and County Agriculture Defense Boards shall be regarded as references to U.S.D.A. Defense Boards.
2. Designation of State and County Defense Board Chairmen. State Executive Directors and County Office Managers of Agricultural Stabilization and Conservation Service are hereby designated Chairmen of all U.S.D.A. State and County Defense Boards respectively. These designations, which have been concurred in by the agencies involved, supersede those previously made to other agency representatives. The change is designed to strengthen the Department's defense effort by establishing more direct lines of coordination and communication, ~~and by improving the built-in readiness and continuity of Defense Boards. This action does not reflect in any way on the work of previous chairmen. The Department appreciates their diligence in carrying out this defense assignment.~~ The chairman also will be the ASCS representative. Deputy chairmen will continue to be selected by the Boards, as heretofore, from agency representatives on the Boards. To the extent practical Deputy Chairmen should be located in the same building or at least the same town as the Chairmen. *QSR*
3. Metropolitan Area Defense Boards. Where a Metropolitan Area Defense Board is established, the State Defense Board will select the Chairman.
4. Transfer of Responsibilities. Outgoing Defense Board chairmen shall turn over to the new chairmen all records and documents relating to Board (or previous Emergency Planning Committee) activities. In addition, they should give new chairmen all possible information and assistance in their take-over of duties, through personal contact and briefings.
5. Responsibilities of Agency Representatives. Responsibilities of agency representatives on Defense Boards are unchanged by this Memorandum. They will continue to represent their agencies in all Board activities, and particularly in assuring that the agency responsibility is carried out and that agency facilities are available and agency action coordinated with the total Departmental defense effort.
6. Effective Date. The provisions of this Memorandum are effective immediately.

Charles S. Murphy

Charles S. Murphy
Acting Secretary

NATIONAL DEFENSE *2*

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

1472
SECRETARY'S MEMORANDUM NO.

Reorganization of Chairman of USDA Board and County Defense Boards

1. U.S.D.A. Defense Boards. The previously named U.S.D.A. State and County Emergency Planning Committees, State Administrators and Staff, and County Agricultural Defense Boards are hereby reorganized as U.S.D.A. State and County Defense Boards. All references in existing documents to Emergency Planning Committees, State Administrators and County Agricultural Defense Boards shall be regarded as references to U.S.D.A. Defense Boards.
2. Reorganization of State and County Defense Board Chairman. State Executive Directors and County Office Managers of Agricultural Extension and Conservation Services are hereby designated Chairman of all U.S.D.A. State and County Defense Boards respectively. These duties, which have been conferred by the agencies involved, supersede those previously made to other agency representatives. The change is designed to strengthen the Department's defense effort by establishing more direct lines of coordination and communication, and by improving the inter-agency and inter-departmental cooperation. This action does not remove the Chairman from the U.S.D.A. State and County Defense Boards. The Chairman also will be the AGOS representative. Agency chairs will continue to be selected by the Board, as heretofore, from agency representatives on the Board. To the extent practical, County Chairman should be located in the same building or at least the same town as the Chairman.
3. Metropolitan Area Defense Boards. Where a Metropolitan Area Defense Board is established, the State Defense Board will select the Chairman.
4. Transfer of Responsibilities. Outgoing Defense Board Chairman shall turn over to the new Chairman all records and documents relating to Board for previous emergency planning Committee activities. In addition, they should give new Chairman all possible information and assistance in their take-over of duties, through personal contact and exchange.
5. Responsibilities of Agency Representatives. Representatives of agency representatives on Defense Boards are encouraged by this memorandum. They will continue to represent their agencies in all Board activities, and particularly in assisting that the agency responsibility is carried out and that agency facilities are available and agency action coordinated with the Federal Departmental defense effort.
6. Effective Date. The provisions of this Memorandum are effective immediately.

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

April 24, 1962

SECRETARY'S MEMORANDUM NO. 1472, SUPPLEMENT NO. 1

Designation of Chairmen of USDA State and County Defense Boards

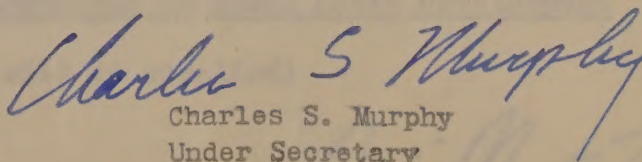
Paragraph 2 of Secretary's Memorandum No. 1472 dated November 2, 1961, designating County Office Managers of Agricultural Stabilization and Conservation Service as USDA County Defense Board Chairmen is modified to permit the State Defense Board Chairman to designate the Chairman of the County ASC Committee as Chairman of a USDA County Defense Board in the following instances:

1. Where no ASCS County Office Manager is headquartered in a county in which a County Defense Board is desirable.
2. Where because of personal or other considerations, the ASCS County Officer Manager presently designated as County Defense Board Chairman may be unable to carry out either the planning or emergency assignments.
3. Where the ASCS County Office Manager is a member of the ready military reserve.

In the event the County ASC Committee Chairman is also in the ready military reserve or for personal or other reasons cannot serve, the Vice Chairman of the County ASC Committee may be designated.

A USDA County Defense Board Chairman will serve as his agency's representative on the USDA County Defense Board.

The above modification in no way affects paragraph 3 of Secretary's Memorandum No. 1472 regarding the designation of Chairmen of USDA Metropolitan Area Defense Boards.


Charles S. Murphy
Under Secretary

NATIONAL DEFENSE

2

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1472, SUPPLEMENT NO. 1

Designation of Chairman of USDA State and County Defense Boards

Paragraph 2 of Secretary's Memorandum No. 1472 dated November 2, 1961, designating County Office Managers of Agricultural Stabilization and Conservation Service as USDA County Defense Board Chairmen is modified to permit the State Defense Board Chairman to designate the Chairman of the County ASC Committee as Chairman of a USDA County Defense Board in the following instances:

1. Where the ASC County Office Manager is headquartered in a county in which a County Defense Board is established.

2. Where because of personal or other considerations, the ASC County Office Manager presently designated as County Defense Board Chairman may be unable to carry out either the planning or emergency assignments.

3. Where the ASC County Office Manager is a member of the ready military reserve.

In the event the County ASC Committee Chairman is also in the ready military reserve or for personal or other reasons cannot serve, the Vice Chairman of the County ASC Committee may be designated.

A USDA County Defense Board Chairman will serve as his agency's representative on the USDA County Defense Board.

The above modification in no way affects paragraph 5 of Secretary's Memorandum No. 1472 regarding the designation of Chairman of USDA Metropolitan Area Defense Boards.

Charles E. Murphy
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

~~September 28, 1961~~ 11-15-61

SECRETARY'S MEMORANDUM NO. ~~1467~~ 1473

Advisory Committee on Rural Areas Development

Development of long-range programs to help assure prosperity and stability for the farm people, business and other residents of rural areas is a matter of considerable public interest and is of deep concern to the Department of Agriculture. Establishment of a firm foundation for permanent prosperity in rural areas to make its appropriate contribution to a more rapid rate of national economic growth, to insure that rural human and natural resources are utilized at maximum feasible efficiency and to establish a stable pattern of adequate family farms are clearly in the public interest.

The success of the rural areas development programs rests uniquely upon private initiative and effort -- interested, enthusiastic and informed participation by the general public, both within and without specific rural areas. Priority attention is being given to insure that initiation of rural areas development programs and maximum participation therein shall rest with citizens and groups of citizens and state and local governments and their instrumentalities.

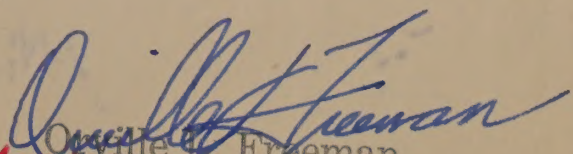
To bring the experience and the knowledge of representative national leaders and representatives of such persons and groups to bear on these problems, I am establishing an Advisory Committee on Rural Areas Development.

This Committee will meet at my request to advise the Department of Agriculture on legislative proposals and other matters connected with rural areas development. The Committee will serve for an indefinite period at my discretion, and will be eligible for reimbursement of travel and other expenditures according to applicable statutes and regulations of the Department of Agriculture.

Mr. Clarence J. McCormick of Vincennes, Indiana, will be Chairman of the Committee. John A. Baker, Director, Agricultural Credit, will be the official Department of Agriculture representative and Dr. A. T. Mace, Director, Office of Rural Areas Development, will be the Executive Secretary. Members of the Committee will be:

Advisory Committee on Rural Areas Development

(Names will be supplied)


Orville G. Freeman
SECRETARY

COMMITTEES 5-1 (Rural Areas Development, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1473
Advisory Committee on Rural Areas Development

Development of long-range programs to help assure prosperity and stability for the people, business and other residents of rural areas is a matter of considerable public interest and is of deep concern to the Department of Agriculture. Establishment of a firm foundation for permanent prosperity in rural areas to make its appropriate contribution to a more rapid rate of national economic growth, to insure that rural human and natural resources are utilized at maximum feasible efficiency and to establish a stable pattern of adequate family farms are clearly in the public interest.

The success of the rural areas development program rests uniquely upon private initiative and effort -- interested, enthusiastic and informed participation by the general public, both within and without specific rural areas. Priority attention is being given to insure that initiation of rural areas development programs and maintenance participation therein shall rest with citizens and groups of citizens and state and local governments and their instrumentalities.

To bring the experience and the knowledge of representative national leaders and representatives of such persons and groups to bear on these problems, I am establishing an Advisory Committee on Rural Areas Development.

This Committee will meet at my request to advise the Department of Agriculture on legislative proposals and other matters connected with rural areas development. The Committee will serve for an indefinite period at my discretion, and will be eligible for reappointment of travel and other expenditures according to applicable statutes and regulations of the Department of Agriculture.

Mr. Clarence J. McFormick of Vincennes, Indiana, will be Chairman of the Committee. John A. Baker, Director, Agricultural Credit, will be the official Department of Agriculture representative and Dr. A. T. Mason, Director, Office of Rural Areas Development, will be the Executive Secretary. Members of the Committee will be:

Advisory Committee on Rural Areas Development

(Names will be supplied)

(ADVISORY COMMITTEE ON
RURAL AREAS DEVELOPMENT)

Clarence J. McCormick, Chairman

Fay Bennett

Dr. Harry L. Brown

Homer L. Brinkley

L. C. Carpenter

A. E. Cascino

Dr. Howard Dawson

John Edelman

Clyde T. Ellis

Harold Enarson

Dr. E. P. Evans

John F. Faulkner

Frank L. Fernbach

Nolen J. Fuqua

Dr. Ira N. Gabrielson

Elizabeth B. Herring

Robert M. Koch

Dr. Henry McCanna

Dr. J. G. Maddox

Dr. M. D. Mobley

E. W. Mueller

Dr. Ernest J. Nesius

Herschel D. Newsom

Helge Nygren

Rev. E. W. O'Rourke

James G. Patton

Dr. Willa B. Player

L. A. Potts

E. T. Savidge

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U. S. DEPARTMENT OF AGRICULTURE

Elizabeth B. Bennett	Clarence J. McDermick, Chairman
Robert M. Koch	Ray Bennett
Dr. Henry McGinnis	Dr. Harry J. Brown
Dr. J. G. Maddox	Robert J. Brinkley
Dr. M. D. Mobley	L. C. Carpenter
E. W. Mueller	A. E. Cassino
Dr. Ernest J. Nesbitt	Dr. Howard Dawson
Herbert D. Newman	John R. Eelman
Belie Wyman	Glyde T. Ellis
Rev. E. W. O'Rourke	Harold Engstrom
James G. Patton	Dr. E. P. Evans
Dr. William H. Phipps	John F. Faulkner
A. A. Potts	Frank J. Kornbach
E. T. Savidge	Walter J. Tappan
	Dr. Eva M. Garstlein

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 30, 1961.

SECRETARY'S MEMORANDUM NO. 1474

Stabilization Advisory Committee on Broilers

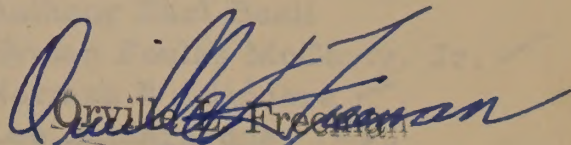
Development of programs to facilitate supply adjustment and economic stability for broiler producers is of immediate concern to the broiler industry and the Department of Agriculture. An adequate supply of broilers at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to requests from major segments of the broiler industry and in order to effectuate the purposes of Title I, Subtitle A, of the Agricultural Act of 1961, I am establishing an Advisory Committee on Broilers.

This Committee will meet with and advise the Department of Agriculture on needed legislation to enable the broiler industry to manage supplies, stabilize markets, insure equitable producer returns and fair prices to consumers, and other matters connected with this commodity. The Committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

Chairmen pro tem will be designated and a permanent chairman will be selected at a later date. Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative, and Raphael V. Fitzgerald, Assistant Deputy Administrator, ASCS, will be the Deputy Department of Agriculture representative. Edward Karpoff, ASCS, will be the Executive Secretary, and Eugene W. Bayol, Assistant to the Deputy Administrator, ASCS, will be the Deputy Executive Secretary. Members of the Committee will be:

(Names will be added when investigative check is completed)


Orville E. Freeman
SECRETARY

COMMITTEES (Broiler Stabilization, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1477
Stabilization Advisory Committee on Poultry

Development of programs to facilitate supply adjustment and economic stability for poultry producers is of immediate concern to the poultry industry and the Department of Agriculture. An adequate supply of poultry at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to requests from major segments of the poultry industry and in order to effectuate the purpose of Title I, Subtitle A, of the Agricultural Act of 1951, I am establishing an Advisory Committee on Poultry.

This Committee will meet with and advise the Department of Agriculture on needed legislation to enable the poultry industry to manage supplies, stabilize markets, insure equitable producer returns and fair prices to consumers, and other matters connected with this commodity. The Committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

Chairman pro tem will be designated and a permanent chairman will be selected at a later date. Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative, and Raphael V. Ritzgerald, Assistant Deputy Administrator, ASOS, will be the Deputy Department of Agriculture representative. Edward Karpoff, ASOS, will be the Executive Secretary, and Eugene W. Bayot, Assistant to the Deputy Administrator, ASOS, will be the Deputy Executive Secretary. Members of the Committee will be:

(Names will be added when investigative check is completed)

[Handwritten signature]
1951

THE WHITE HOUSE
WASHINGTON

November 29, 1961

MEMORANDUM FOR:

Mr. Thomas R. Hughes
Executive Assistant to the Secretary

RE: Public Stabilization Advisory Committee on Broilers

Approval has been given for the appointment of the following persons to the Public Stabilization Advisory Committee on Broilers:

M- Marshall Blanco Durbin, Sr. ✓	A- DeWitt Talmadge Irby
M- Albert Haslag ✓	M- David Ezekiel Jones ✓
M- A. W. Todd ✓	M- Donald P. Corbett ✓
M- Theodore Cameron ✓	Albert Savits (A)
M- Quenton A. Goyne ✓	M- John Henry Hummel, Jr. ✓
A- Albert T. Jewell, Jr.	C- Garland D. Arndt
A- Jerome Kee Southerland	M- Thomas U. Cameron ✓
A- Wilbur Ernest Cassell, Jr.	M- Herman Connor Kennett, Sr. ✓
M- Henry Clyde Clark ✓	M- Cornelius Bateson ✓
M- Edward H. Covell, Jr. ✓	A- Charles L. Shafer
M- John Hargreaves ✓	A- William J. Cooper
M- Preston E. Workman ✓	M- Joe F. Ray ✓
A- Henry Koerber	M- James B. Williams ✓
Thomas A. Arrendale, Jr.	M- Henry Cannon Tilford ✓
M- Paul Nance Bandy ✓	A- Robert S. Howard
M- Julius F. Bishop ✓	M- Elmer Clay ✓
A- Clifford F. Clegg	A- William Wampler
A- Smith Lemon Johnston	C- Ray Firestone
M- Charles W. Paris ✓	M- Roger Carroll Orndorff ✓
M- Luther R. Tucker ✓	C- Anthony Earl Beall
M- Max F. Ward ✓	M- Hyman Foulks McCarty, Jr. ✓
M- Robert Boland ✓	M- Norman W. Sanders ✓
M- John C. Raber ✓	Leo Baumgardner (A)
A- Louis Hagston	

The following persons have been denied approval for appointment to the Public Stabilization Advisory Committee on Broilers:

A- John Harton Livingston
A- Charles C. Miller, Jr.
M- William R. Murray
A- Murray Wilson Cauble
A- Harold C. Sheldon
A- Paul Morgan

It is suggested that Preston E. Workman be a member of the Committee and that Harry Dukes, Jr., from Millville, Delaware, be chosen as Alternate.

Can all these appointments be expedited?

We are awaiting clearance on the following persons:

Charles Fechtel (denied)
M- Horace Layton Sample (ok) ✓
A- James Arthur Clary (ok)
Robert H. Martin (c)
Jacob Herr (A)

As soon as we are notified, we shall advise you.

L. H. Davies
D. H. Davies

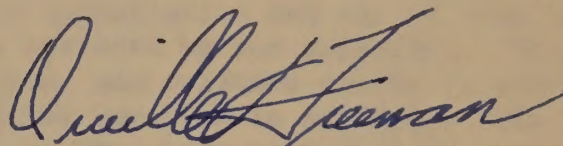
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

JUL 17 1962

SECRETARY'S MEMORANDUM NO. 1474, SUPPLEMENT NO. 1

Stabilization Advisory Committee on Broilers

The Stabilization Advisory Committee on Broilers, established on November 30, 1961, is hereby terminated.



Orville L. Freeman
SECRETARY

COMMITTEES (Broilers Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

APR 1 1965

SECRETARY'S MEMORANDUM NO. 1474, SUPPLEMENT NO. 1

Stabilization Advisory Committee on Broilers

The Stabilization Advisory Committee on Broilers, established
on November 30, 1961, is hereby terminated.



Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

DEC 6 - 1961

SECRETARY'S MEMORANDUM NO. 1475

Use of Seat Belts in Vehicles Operated
by Employees of the Department

President Kennedy in his "Safety Policy for the Federal Service," states that it is the policy of the Federal Government to safeguard its employees from injury.

To carry out this policy, he requests the heads of Executive departments and agencies and, through them, their supervisory staffs to exert leadership in the establishment of vigorous accident prevention programs to achieve safe conditions of employment, and to promote safe practices by civilian and military personnel on and off duty.

I feel that one way this policy can be implemented in this Department is to establish a definite program for the installation and use of seat belts in Government-owned or leased vehicles operated by our employees. The Federal Safety Council recommends this program, and evidence exists to substantiate claims that occupants of motor vehicles involved in accidents have been spared serious injury or death because they were protected by seat belts.

Accordingly, the following policy and program is hereby established for the installation and use of seat belts in vehicles operated by employees of this Department.

INSTALLATION AND USE OF SEAT BELTS IN GOVERNMENT-OWNED OR LEASED MOTOR VEHICLES OPERATED BY DEPARTMENT AGENCIES. a. Policy. It is the policy of the Department that each Government-owned or leased motor vehicle used by any Department activity shall be equipped with 2 seat belts for the front seat of the vehicle. Installation of seat belts for rear seats of vehicles shall be at the option of the using agency, with due consideration to the use made of the vehicle and the purpose of this policy.

b. Installation. All new vehicles hereafter acquired shall be equipped with at least 2 seat belts for the front seat before being put into operation. All other vehicles on hand shall be so equipped not later than July 1, 1963. All seat belts acquired and installed shall conform to Federal Specifications and Standards applicable to the purchase and installation thereof.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 4472

Use of Seat Belts in Vehicles Operated
by Employees of the Department

President Kennedy in his "State of the Union" message states that it is the policy of the Federal Government to safeguard its employees from injury.

To carry out this policy, the Department has requested the heads of Executive departments and agencies and, through them, their supervisory staffs to exert leadership in the establishment of vigorous accident prevention programs to achieve safe conditions of employment, and to promote safe practices by civilian and military personnel on and off duty.

I feel that one way this policy can be implemented in this Department is to establish a definite program for the installation and use of seat belts in Government-owned or leased vehicles operated by our employees. The Federal Safety Council recommends this program, and evidence exists to substantiate claims that occupants of motor vehicles involved in accidents have been spared serious injury or death because they were protected by seat belts.

Accordingly, the following policy and program is hereby established for the installation and use of seat belts in vehicles operated by employees of this Department.

INSTALLATION AND USE OF SEAT BELTS IN GOVERNMENT-OWNED OR LEASED MOTOR VEHICLES OPERATED BY DEPARTMENT PERSONNEL. a. Policy. It is the policy of the Department that each Government-owned or leased motor vehicle used by any Department activity shall be equipped with 2 seat belts for the front seat of the vehicle. Installation of seat belts for rear seats of vehicles shall be at the option of the using agency, with due consideration to the use made of the vehicle and the purpose of this policy.

b. Installation. All new vehicles hereafter acquired shall be equipped with at least 2 seat belts for the front seat before being put into operation. All other vehicles on hand shall be so equipped not later than July 1, 1963. All seat belts acquired and installed shall conform to Federal Specifications and Standards applicable to the purchase and installation thereof.

c. Use. All Department employees operating or riding in seat belt equipped vehicles shall wear the seat belts at all times while the vehicle is in motion.

SEAT BELTS IN PERSONALLY OWNED VEHICLES. I also urge all Department employees, particularly those who drive personally-owned vehicles in the performance of their official duties, to install seat belts in their own vehicles, wear them at all times when riding in vehicles so equipped and urge their families and friends to do likewise.

Chapter 50, Title 8 of the Administrative Regulations will be amended to include these provisions.

Joe Labenton

There are about 20,000 motor vehicles in the Department fleet. While no definite figures are available, it is estimated that about 5,000 of these vehicles, most of which are heavy trucks, are not equipped with seat belts. Thus, under the proposed policy, the Department fleet would have to be increased by 5,000 vehicles. The Department fleet is currently about 1,000 vehicles, mostly replaced during the 1962 fiscal year. These 5,000 vehicles will be equipped with seat belt vehicles, so that only the seat belts need be purchased. The seat belts will cost about \$3.00 per belt. Thus, to equip the 5,000 vehicles with 2 seat belts each will cost about \$30,000.

For the other 15,000 vehicles, the "fittings" as well as the belts will have to be purchased and the fittings will have to be installed. A seat belt with fittings will cost about \$1.50 and installation will cost about \$1.50, or about \$3 per belt or \$6 per vehicle for 2 belts installed. This would amount to about \$90,000 for the 15,000 vehicles.

Therefore, to equip the 20,000 vehicles with 2 seat belts per vehicle will cost a total of about \$120,000.

A breakdown of this estimated cost by agencies would be:

AMS	- \$5,000
MS	- \$5,000
OS	- 7,000
FS	- \$5,000
MS	- \$5,000
	\$27,000

Suggested last paragraph to be added to memorandum.

I also urge all Department employees, particularly those who drive personally-owned vehicles in the performance of their official duties, to install seat belts in their own vehicles, wear them at all times when riding in vehicles so equipped and urge their families and friends to do likewise.

Approved and recommended by the Department
Director of Motor Vehicle Services

c. Use. All Department employees operating or riding in seat belt
equipped vehicles shall wear the seat belts at all times while the
vehicle is in motion.

SEAT BELTS IN PERSONALLY OWNED VEHICLES. I also urge all Department
employees, particularly those who drive personally-owned vehicles in
the performance of their official duties, to install seat belts in
their own vehicles, wear them at all times when riding in vehicles
so equipped and urge their families and friends to do likewise.

Chapter 50, Title 8 of the Administrative Regulations will be amended
to include these provisions.

Joe P. [Signature]

EXPLA DRY NOTES TO ACCOMPANY PROPOSE
SECRETARIAL MEMORANDUM ON SEAT BELT POLICY

Government-Owned or Leased Vehicles.

The term "Government-owned or leased motor vehicle" as used in this memorandum and as defined in the Regulations of the General Services Administration Title 1, Personal Property Management, means a motor vehicle which is: (1) owned by a Federal agency or the District of Columbia, or (2) rented or leased from private or commercial sources for a period exceeding three successive months by a Federal agency or the District of Columbia. It would not include motor vehicles, such as U-Drive vehicles, rented or leased from private or commercial sources on a trip or short-time basis or privately-owned vehicles used by employees on a mileage reimbursement basis.

Cost of Installing Seat Belts.

There are about 26,000 motor vehicles in the Department fleet. While no definite figures are available, it is estimated that about 6,000 of these vehicles, most of which are Forest Service units, are now equipped with seat belts. Thus, under this policy at least 2 seat belts per vehicle would have to be installed in about 20,000 vehicles in the Department fleet. The Department agencies will purchase about 4,000 new vehicles, mostly replacements, during the 1962 fiscal year. These 4,000 units will be equipped with seat belt eyebolts, so that only the seat belts need be purchased. The seat belts will cost about \$3.00 per belt. Thus, to equip the 4,000 vehicles with 2 seat belts each will cost about \$24,000.

For the other 16,000 vehicles, the "fittings" as well as the belts will have to be purchased and the fittings will have to be installed. A seat belt with fittings will cost about \$3.50 and installation will cost about \$1.50, or about \$5 per belt or \$10 per vehicle for 2 belts installed. This would amount to about \$160,000 for the 16,000 vehicles

Therefore, to equip the 20,000 vehicles with 2 seat belts per vehicle will cost a total of about \$184,000.

A breakdown of this estimated cost by agencies would be:

AMS	-	\$2,000
ARS	-	42,000
CCC	-	2,000
FS	-	46,000
SCS	-	92,000
		<u>\$184,000</u>

Suggested last paragraph to be added to memorandum.

I also wish to urge all Department employees, particularly those who drive personally-owned vehicles in the performance of their official duties, to install seat belts in their own vehicles, wear them at all times when riding in vehicles so equipped and urge their families and friends to do likewise.

Prepared by: Procurement and Property Management Div.
Office of Plant and Operations, 9/28/61

[Handwritten signature: JRM]

Government-owned or leased vehicles.

The term "Government-owned or leased motor vehicle" as used in this report means and is defined in the Regulations of the Federal Service, which are contained in Title 41, Federal Acquisition Regulation, Section 101-11.6, which is: (1) owned by a Federal agency or the District of Columbia, or (2) rented or leased from private or commercial sources for a period exceeding three consecutive months by a Federal agency or the District of Columbia. It would not include motor vehicles, such as - delivery vehicles, rented or leased from private or commercial sources on a day or short-time basis or privately-owned vehicles used by employees on a mileage reimbursement basis.

Cost of installing seat belts.

There are about 25,000 motor vehicles in the Department fleet. While no definite figures are available, it is estimated that about 6,000 of these vehicles, most of which are older service units, are now equipped with seat belts. Thus, under this policy at least 2 seat belts per vehicle would have to be installed in about 20,000 vehicles in the Department fleet. The Department estimates that it will purchase about 14,000 new vehicles, mostly replacements, during the 1962 fiscal year. These 14,000 units will be equipped with seat belt cut-offs, so that only one seat belt need be purchased. The seat belts will cost about \$3.50 per belt. Thus, to equip the 14,000 vehicles with 2 seat belts each will cost about \$25,000.

For the other 10,000 vehicles, the "fitting" as well as the belts will have to be purchased and the fitting will have to be installed. A seat belt with fitting will cost about \$3.50 and installation will cost about \$1.50, or about \$5 per belt or \$10 per vehicle for 2 belts installed. This would amount to about \$10,000 for the 10,000 vehicles.

Therefore, to equip the 20,000 vehicles with 2 seat belts per vehicle will cost a total of about \$35,000.

A breakdown of this estimated cost by agencies would be:

AMS	-	\$25,000
ARS	-	\$2,000
CSO	-	\$2,000
FS	-	\$10,000
SCS	-	\$2,000
		<u>\$41,000</u>

Suggested last paragraph to be added to memorandum:

I also wish to urge all Department employees, particularly those who drive personally-owned vehicles in the performance of their official duties, to install seat belts in their own vehicles, and to all other than riding in vehicles as passengers and urge family, friends and friends to do likewise.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

December 7, 1961

SECRETARY'S MEMORANDUM NO. 1476

Checking Economic Data and Analyses
for Public Release

This memorandum assigns responsibility and establishes procedures for insuring accuracy of economic data and analyses used in speeches by Departmental personnel, and in materials prepared primarily for release through the press, radio, and television. It does not in any way affect the procedures established by the Administrative Regulations of the Department for review and clearance of publications.

Accuracy in the use and interpretation of economic data in speeches and in materials prepared for release through the press, radio, and television is the responsibility of the originating agency. This responsibility includes adequate review and clearance. Whenever there is any doubt about the accuracy, timeliness or suitability of the data used, materials containing such data should be submitted for checking as follows:

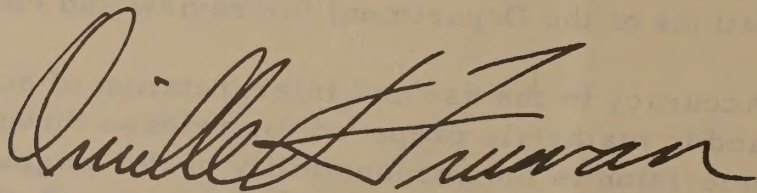
1. Data on program operations, or on new program proposals or changes, to the responsible agency.
2. Data derived from research studies to the agency that did the research.
3. Basic economic data and analyses to the Statistical Services Section, Farm Income Branch, Economic and Statistical Analysis Division, Economic Research Service, regardless of the agency of origin. ERS has responsibility for referral to the originating agency if additional verification is necessary. Materials that should be submitted for checking by ERS are those which include the following:
 - a. Published statistics on farm income; farm costs; acreage and yield of crops; production, utilization, supply of crops, livestock and livestock products; consumption of farm products; prices for farm products at all marketing levels; prices paid by farmers; economic projections; farm population, employment, and levels of living; foreign trade in agricultural products;

foreign agriculture; agricultural marketing costs and charges; farm real estate; farm assets and debts; farm taxes and insurance; farm cooperatives; nonfarm economy from outside the Department of Agriculture, such as Bureau of the Census, Federal Reserve Board, and Bureau of Labor Statistics.

b. Statements and data on the outlook and situation.

c. Economic analyses and interpretations based on published data.

d. Analyses and data on the effects of current or proposed programs on farm income, prices, supplies, utilization or other economic factors.



Secretary

December 7, 1961

FILED

SECRETARY'S RECORDS SECTION
USDA

Sec. Memo no 1476
~~Proposed Instruction on Checking~~
Economic Data and Analyses *for Public Release*

memorandum

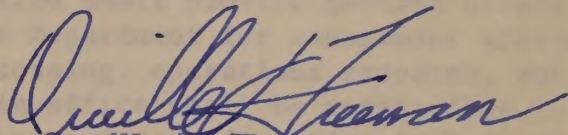
This ~~instruction~~ assigns responsibility and establishes procedures for insuring accuracy of economic data and analyses used in speeches by Departmental personnel, and in materials prepared primarily for release through the press, radio, and television. It does not in any way affect the procedures established by the Administrative Regulations of the Department for review and clearance of publications.

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1. Data on program operations, or on new program proposals or changes, to the responsible agency.
2. Data derived from research studies to the agency that did the research.
3. Basic economic data and analyses to the Statistical Services Section, Farm Income Branch, Economic and Statistical Analysis Division, Economic Research Service, regardless of the agency of origin. ERS has responsibility for referral to the originating agency if additional verification is necessary. Materials that should be submitted for checking by ERS are those which include the following:

- a. A* Published statistics on farm income; farm costs; acreage and yield of crops; production, utilization, supply of crops, livestock and livestock products; consumption of farm products; prices for farm products at all marketing levels; prices paid by farmers; economic projections; farm population, employment, and levels of living; foreign trade in agricultural products; foreign agriculture; agricultural marketing costs and charges; farm real estate; farm assets and debts; farm taxes and insurance; farmer cooperatives; nonfarm economy from outside the Department of Agriculture, such as Bureau of the Census, Federal Reserve Board, and Bureau of Labor Statistics.
- b. B* Statements and data on the outlook and situation.
- c. C* Economic analyses and interpretations based on published data.
- d. D* Analyses and data on the effects of current or proposed programs on farm income, prices, supplies, utilization or other economic factors.

*changes cleared
orally with Mr. Bann
12-7-66*


Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

December 8, 1961

SECRETARY'S MEMORANDUM NO. 1477

See #1599

7-28-66

Functions of Staff Offices

The effective and economical administration of the programs of the Department of Agriculture is a matter of concern to the public, the Congress, and must be of concern to each official and employee in this Department. It is the responsibility of each staff office, within its area of assigned responsibility, to provide leadership, direction, and assistance to agencies in achieving the most efficient administration of the Department's resources--manpower, money, materials.

Staff offices and agencies alike should critically analyze and review all management and program policies and practices on a continuing basis to achieve optimum operating effectiveness and economies. By working together, the staff offices and the agencies can carry out our agricultural programs in the manner which the farmer, the public, and the Congress expect.

As an initial step to achieve these objectives, the following actions are taken with respect to the staff offices:

1. Establishment of Office of Management Appraisal and Systems Development. There is hereby established, as a Department staff office, an Office of Management Appraisal and Systems Development, headed by a Director, under the general direction and supervision of the Administrative Assistant Secretary. This office shall provide general direction, leadership, and coordination in the Department for management appraisals, systems design, automatic data processing, operations research, and related management techniques. This office shall be responsible for initiating appraisals of operating procedures, directing task force studies of systems having Department-wide implications, and providing technical guidance and assistance to agency officials in planning and developing management policies, programs, and systems to achieve maximum effectiveness and economies. The work of this office shall be conducted in cooperation with, and with the assistance of, the operating agencies of the Department.

2. Reassignment of Functions of the Office of Administrative Management. The Office of Administrative Management is abolished and its functions and responsibilities are assigned to staff offices as follows:

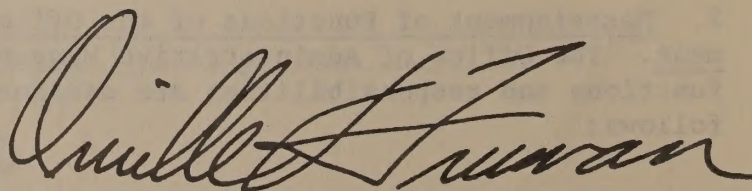
OAM set up by #1407 1-7-57

- a. Responsibility for initiating, and providing leadership to, programs for improvement of management practices, procedures, and work methods is assigned to the Office of Management Appraisal and Systems Development.
- b. Responsibility for all matters concerning organization and placement of functional responsibilities in the Department and its agencies is assigned to the Office of Personnel.
- c. Responsibility for all matters relating to (1) the establishment of Department procedures and standards for issuance of internal policy and procedural instructions, (2) the maintenance of Secretary's Memoranda and Administrative Regulations, and (3) programs in the field of paperwork, reports, and records management is assigned to the Office of Plant and Operations.
- d. Responsibility for all matters relating to (1) assistance to the Department's Committee Management Officer in planning and coordinating the Committee Management Program, (2) the management and coordination of policies and procedures affecting penalty mail, and (3) Department leadership and staff functions for User Charges is assigned to the Office of Budget and Finance.

3. Implementation of Transfer of Functions. Personnel, property, records, and funds used by the Office of Administrative Management in carrying out the work involved in the foregoing reassignment of functions are hereby transferred to the respective offices as indicated in this memorandum. The specific personnel, property, records, and funds so transferred shall be determined by the Administrative Assistant Secretary.

All delegations and authorizations heretofore granted to the Office of Administrative Management, together with such delegations and authorizations which may have been issued by the office, shall be deemed to be in full force and effect with respect to offices to which particular functions are transferred until such authorizations and delegations are changed by proper authority.

Each of the staff offices shall take action to implement the functions as assigned by this memorandum, including such revision and modification of regulations, organization charts, and procedural issuances as may be necessary.

A handwritten signature in dark ink, appearing to read "Quill T. Furman", is written in a cursive style.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

12-11-61

FILED

MEMORANDUM NO. 1478

SECRETARY'S RECORDS SECTION
USDA

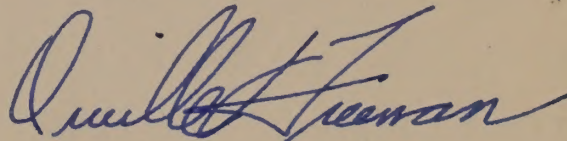
Committee on Food Processing in Developing Countries

In his memorandum of September 21 to Assistant Secretary Duncan, the Secretary established a Committee on Food Processing in Developing Countries consisting of the following members: George S. McGovern, Director, Food for Peace; Byron T. Shaw, Administrator, ARS; Willard W. Cochrane, Director, Agricultural Economics; Robert C. Tetro, Administrator, FAS; and Herbert Waters, Deputy Director, AID. Assistant Secretary Duncan has been designated Chairman.

It will be the function of the Committee to consider specific research and development proposals concerning food processes or products that may be useful in or for developing countries and to recommend appropriate courses of action.

To assist the Committee in evaluating proposals submitted, George W. Irving, Jr., Deputy Administrator, ARS, and Kenneth L. Bachman, Director, Development and Trade Analysis Division, ERS, are designated Staff Officer and Associate Staff Officer, respectively. As Staff Officers they will receive all proposals; organize as needed for each a study group consisting of appropriate professional staff members drawn from the Department, Food for Peace, and AID, to make thorough evaluations of the technological and economic feasibility of the proposals; and transmit the results of such evaluations and their recommendations to the Committee.

Since the Staff Officers will need to avail themselves promptly of the best qualified representatives of the several Department agencies to make a thorough and objective evaluation of proposals submitted, all Agency Heads are asked to arrange to have such personnel made available upon request of the Staff Officers to serve as needed on study groups.



Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 22, 1962.

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 1

Committee on Food Processing in Developing Countries

The membership of the committee established by Secretary's memorandum No. 1478, dated December 11, 1961, is revised as follows:

Assistant Secretary John P. Duncan, Jr., Chairman

George McGovern, Director, Food for Peace

Byron T. Shaw, Administrator, ARS

S. R. Smith, Administrator, AMS

Robert C. Tetro, Administrator, FAS

Willard W. Cochrane, Director, Agricultural Economics

Herbert Waters, Deputy Director, AID

Secretary



Growth Through Agricultural Progress

COMMITTEES

(Food Processing in Developing Countries)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



January 23, 1962

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 1

Committee on Food Processing in Developing Countries

The membership of the committee established by Secretary's memorandum No. 1478, dated December 11, 1961, is revised as follows:

Assistant Secretary John P. Duncan, Jr., Chairman

George McGovern, Director, Food for Peace

Byron T. Shaw, Administrator, AFS

S. E. Smith, Administrator, AMS

Robert C. Tetro, Administrator, EAS

William W. Cochrane, Director, Agricultural Economics

Herbert Waters, Deputy Director, AID


Secretary





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 14 1963

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 2

Committee on Food Processing in Developing Countries

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 2

Committee on Food Processing in Developing Countries

The membership of the committee established by Secretary's Memorandum No. 1478, Supplement 1, dated January 22, 1962, is revised as follows:

Assistant Secretary Roland R. Renne, Chairman

Richard W. Reuter, Director, Food for Peace

Byron T. Shaw, Administrator, ARS

S. R. Smith, Administrator, AMS

Raymond A. Ioanes, Administrator, FAS

Willard W. Cochrane, Director, Agricultural Economics

Herbert Waters, Assistant Administrator for Material Resources, AID

Secretary



COMMITTEES *(Food Processing in Developing Countries)*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



March 14 1963

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 2

Committee on Food Processing in Developing Countries

The membership of the committee established by Secretary's Memorandum No. 1478, Supplement 1, dated January 22, 1962, is revised as follows:

Assistant Secretary Roland R. Remme, Chairman

Richard W. Neuber, Director, Food for Peace

Ernest T. Shaw, Administrator, AMS

E. R. Smith, Administrator, AMS

Raymond A. Joanes, Administrator, IAS

William W. Cochran, Director, Agricultural Economics

Herbert Waters, Assistant Administrator for Material Resources, ARS

[Signature]
Secretary





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 15 1964

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 3

Committee on Food Processing in Developing Countries

The membership of the committee designated in Secretary's Memorandum No. 1478, Supplement 2, dated March 14, 1963, is revised as follows:

Assistant Secretary Dorothy H. Jacobson, Chairman

Richard W. Reuter, Director, Food for Peace

Byron T. Shaw, Administrator, ARS

Raymond A. Ioanes, Administrator, FAS

John A. Schnittker, Director, Agricultural Economics

Herbert Waters, Assistant Administrator for
Material Resources, AID

Matthew Drosdoff, Administrator, IADS

To assist in evaluating proposals submitted to the Committee, F. R. Senti, Deputy Administrator, ARS, is designated as Staff Officer. Kenneth L. Bachman, Director, Development and Trade Analysis Division, ERS, continues as Associate Staff Officer.

Secretary

COMMITTEES (Food Processing in Developing Countries)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 15, 1964

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 3

Committee on Food Processing in Developing Countries

The membership of the committee designated in Secretary's Memorandum No. 1478, Supplement 2, dated March 14, 1963 is revised as follows:

Assistant Secretary Dorothy H. Jacobson, Chairman

Richard W. Hunter, Director, Food for Peace

Byron T. Shaw, Administrator, ARS

Raymond A. Jones, Administrator, FAS

John A. Schnitzer, Director, Agricultural Economics

Herbert Waters, Assistant Administrator for
Material Resources, AID

Matthew Brodoff, Administrator, IADS

To assist in evaluating proposals submitted to the Committee, T. R. Gentl, Deputy Administrator, ARS, is designated as Staff Officer. Kenneth E. Bachman, Director, Development and Trade Analysis Division, ERS, continues as Associate Staff Officer.

[Signature]
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 7, 1965

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 4

Committee on Food Processing in Developing Countries

The membership of the committee designated in Secretary's Memorandum No. 1478, Supplement 3, dated December 15, 1964, is revised as follows:

Assistant Secretary Dorothy H. Jacobson, Chairman

Richard W. Reuter, Director, Food for Peace

George W. Irving, Administrator, ARS

Raymond A. Ioanes, Administrator, FAS

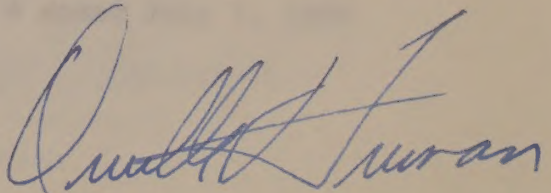
Nathan M. Koffsky, Administrator, ERS

Horace D. Godfrey, Administrator, ASCS

Herbert J. Waters, Assistant Administrator
for Material Resources, AID

Matthew Drosdoff, Administrator, IADS

To assist in evaluating proposals submitted to the Committee, F. R. Senti, Deputy Administrator, ARS, is designated as Staff Officer. The Staff Officer will organize study groups consisting of appropriate professional staff members drawn from the Department, AID, Bureau of the Budget, and Food for Peace to evaluate proposals.


Secretary

COMMITTEES (*Food Processing in Developing Countries*)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 7, 1965

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 4

Committee on Food Processing in Developing Countries

The membership of the committee designated in Secretary's Memorandum No. 1478, Supplement 4, dated December 12, 1964, is revised as follows:

Assistant Secretary Dorothy H. Jacobson, Chairman

Richard W. Hester, Director, Food for Peace

George W. Truax, Administrator, AID

Raymond A. Rogers, Administrator, ILS

Nathan W. Koffsky, Administrator, ILS

Horace D. Godfrey, Administrator, AECB

Herbert J. Waters, Assistant Administrator
for Material Resources, AID

Matthew Lueders, Administrator, IADS

To assist in evaluating proposals submitted to the Committee, F. R. Smith, Deputy Administrator, AID, is designated as Staff Officer. The Staff Officer will organize study groups consisting of appropriate professional staff members drawn from the Department, AID, Bureau of the Budget, and Food for Peace to evaluate proposals.

Secretary

June 10 1968

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 5

Committee on Food Processing in Developing Countries

The membership of the committee designated in Secretary's Memorandum No. 1478, Supplement 4, dated July 7, 1965 is revised as follows:

Assistant Secretary for International Affairs, USDA

Director, Agricultural Economics, USDA

Assistant Administrator, Office of the War on Hunger,
Agency for International Development

Administrator, Agricultural Research Service

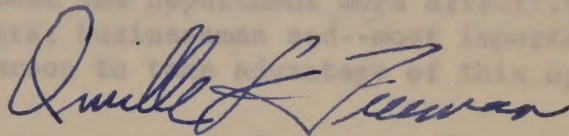
Administrator, Foreign Agricultural Service

Administrator, Economic Research Service

Administrator, Agricultural Stabilization & Conservation Service

Administrator, International Agricultural Development Service

To assist in evaluating proposals submitted to the Committee, the Deputy Administrator, Nutrition Consumer and Industrial Use Research, ARS, is designated as Staff Officer. The Staff Officer will organize study groups of professional staff members drawn from the Department, AID and the Bureau of the Budget to evaluate proposals.



Secretary's Memorandum No. 1478, Supplement 4 dated July 7, 1965 is obsolete.

COMMITTEES

(Food Processing in Developing Countries)

June 10 1962

SECRETARY'S MEMORANDUM NO. 1478, SUPPLEMENT 2

Committee on Food Processing in Developing Countries

The membership of the committee designated in Secretary's Memorandum No. 1478, Supplement 4, dated July 7, 1962 is revised as follows:

Assistant Secretary for International Affairs, USDA

Director, Agricultural Economics, USDA

Assistant Administrator, Office of the War on Hunger,
Agency for International Development

Administrator, Agricultural Research Service

Administrator, Foreign Agricultural Service

Administrator, Economic Research Service

Administrator, Agricultural Stabilization & Conservation Service

Administrator, International Agricultural Development Service

To assist in evaluating proposals submitted to the Committee, the Deputy Administrator, Nutrition Consumer and Industrial Use Research, ARS, is designated as Staff Officer. The Staff Officer will organize study groups of professional staff members drawn from the Department, AID and the Bureau of the Budget to evaluate proposals.

Secretary's Memorandum No. 1478, Supplement 4 dated July 7, 1962 is obsolete.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 15, 1961

MEMORANDUM NO. 1479

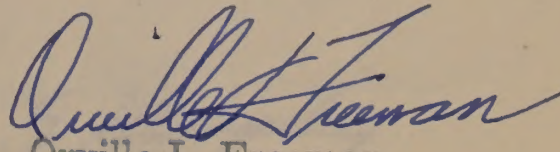
Self-Survey of Department Operations

The President has recently emphasized the need for the Departments of Government to intensify efforts to serve the public in the most efficient and practical manner. All of us have a responsibility in this task, and each of us will have an opportunity to participate in a direct way in the President's program.

In recent months, as many of you know, a number of special self-survey task forces--made up entirely of persons from the Department of Agriculture--have been studying agencies and staff offices to see where new methods could be applied to help the Department do a better job. They have recommended many useful and practical improvements.

This self-survey approach is now going to be expanded to apply the talents and ideas of a larger number of people. We are going to take a new look at the Department's operations. Persons from every agency and office will be asked to participate in task forces to study both Department-wide projects and the projects of one or of several agencies.

Each Agency and Office Head will be asked for his fullest cooperation in the self-survey, and I urge each person in the Department to give fully of his talent and knowledge when asked. We are pioneering in an effort to make the Department more effective in serving the farmers, consumers, businessman and--most important--the taxpayer. I ask each person to take advantage of this opportunity.


Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 15, 1941

MEMORANDUM NO. 1444

Self-Survey of Department Operations

The President has recently emphasized the need for the Department of Government to intensify efforts to serve the public in the most efficient and practical manner. All of us have a responsibility in this task, and each of us will have an opportunity to participate in a direct way in the President's program.

In recent months, as many of you know, a number of special self-survey task forces--made up entirely of persons from the Department of Agriculture--have been studying agencies and staff offices to see where new methods could be applied to help the Department do a better job. They have recommended many useful and practical improvements.

This self-survey approach is now going to be expanded to apply the talents and ideas of a larger number of people. We are going to take a new look at the Department's operations. Persons from every agency and office will be asked to participate in task forces to study both Department-wide projects and the projects of one or of several agencies.

Each Agency and Office Head will be asked for his fullest cooperation in the self-survey, and I urge each person in the Department to give fully of his talent and knowledge when asked. We are pioneering in an effort to make the Department more effective in serving the farmers, consumers, businessmen and--most important--the taxpayer. I ask each person to take advantage of this opportunity.


Charles F. Brannan
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

12-18-61

SECRETARY'S MEMORANDUM NO. 1480

Stabilization Advisory Committee on Milk and Dairy Products

Development of long-range programs to help assure prosperity and stability for dairy producers, and to assure adequate supplies of dairy products to meet all needs at prices satisfactory to producers and reasonable cost to consumers, are clearly in the public interest and of concern to the Department of Agriculture. Shortcomings of existing programs for dairy products now appear to jeopardize the realization of these objectives and require consideration of new legislation.

In order to bring the experience and the knowledge of producers and representatives of the dairy industry to bear on these problems, I am establishing an Advisory Committee on Milk and Dairy Products under the provisions of the Agricultural Act of 1961. Formation of such a committee has been recommended to me by several groups of milk producers. This Committee will meet at my request to advise the Department of Agriculture on legislative proposals which would enable the dairy industry to achieve a better balance between supply and demand, to stabilize markets, insure equitable returns to producers, and fair prices to consumers, and other matters connected with dairy products.

The Committee will serve for an indefinite period at my discretion, and funds will be available for reimbursement of travel and other official expenses of committee members.

Mr. Lloyd Westcott, Rosemont, N.J.

The Chairman of the Committee will be ~~designated at a later date~~. Mr. Robert G. Lewis, Deputy Administrator, Price and Production, ASCS, will be the official Department of Agriculture representative, and Dr. Lindley E. Juers, Staff Advisor, Agricultural Economics, will be the Executive Secretary. Members of the Committee will be:

Charles S. Murphy

Charles S. Murphy
Under Secretary



Growth Through Agricultural Progress

COMMITTEES (*Milk & Dairy Products*)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



SECRETARY'S MEMORANDUM NO. 12-18-31

Stabilization Advisory Committee on Milk and Dairy Products

Development of long-range programs to help assure prosperity and stability for dairy producers, and to assure adequate supplies of dairy products to meet all needs at prices satisfactory to producers and reasonable cost to consumers, are clearly in the public interest and of concern to the Department of Agriculture. Shortcomings of existing programs for dairy products now appear to jeopardize the realization of these objectives and require consideration of new legislation.

In order to bring the experience and the knowledge of producers and representatives of the dairy industry to bear on these problems, I am establishing an Advisory Committee on Milk and Dairy Products under the provisions of the Agricultural Act of 1931. Formation of such a committee has been recommended to me by several groups of milk producers. This Committee will meet at my request to advise the Department of Agriculture on legislative proposals which would enable the dairy industry to achieve a better balance between supply and demand, to stabilize markets, insure equitable returns to producers, and fair prices to consumers, and other matters connected with dairy products.

The Committee will serve for an indefinite period at my discretion, and funds will be available for reimbursement of travel and other official expenses of committee members.

The Chairman of the Committee will be designated at a later date. Mr. Robert G. Lewis, Deputy Administrator, Price and Production, ASOS, will be the official Department of Agriculture representative, and Dr. Lindley E. Jern, Staff Advisor, Agricultural Economics, will be the Executive Secretary. Members of the Committee will be:

Charles E. Murray
Under Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 17, 1961.

SECRETARY'S MEMORANDUM NO. 1481

JPL
12-21-61

Stabilization Advisory Committee on Cotton

Development of long-range programs to help assure prosperity and stability for cotton producers is a matter of considerable public interest and is of deep concern to the Department of Agriculture. Adequate supplies of cotton products to meet all needs at satisfactory prices to producers and reasonable costs to consumers, and at lower costs to the Government are clearly in the public interest.

JPL
In order to bring the experience and the knowledge of producers and representatives of the cotton industry to bear on these problems, I am establishing an Advisory Committee on Cotton under the provisions of the Agricultural Act of 1961.

The Committee will serve for an indefinite period at my discretion, and will meet at my request to advise the Department of Agriculture on legislative proposals and other matters connected with cotton. Funds will be available for reimbursement of travel and other official expenses of committee members.

Dr. Alexander Nunn, Birmingham, Alabama, will be the Chairman of the Committee. Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative, Joseph A. Moss, Director, Cotton Division, ASCS, will be Deputy Department of Agriculture representative, and William O. Shofner, Deputy Director, Price Division, ASCS, will be the Executive Secretary. Members of the Committee will be:

(Names will be added when investigative check is completed)

Orville L. Freeman
Orville L. Freeman
SECRETARY

COMMITTEES (Cotton Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Stabilization & Conservation Service

Advisory Committee on Cotton

Adams, Harvey	Jackson, Burris C.
Apodaca, Miguel F.	Kohlmeyer, Herman S.
Baker, Harry S.	Miller, Rudolph
Barkin, Solomon	Nunn, Alexander
Bennett, Neville	Parker, G. F.
Bracey, Hilton L.	Pfeiffenberger, George W.
Branch, Rufus	Rhodes, F. Marion
Brooks, D. W.	Shawler, Lyle S.
Butler, Eugene	Singletary, A. J.
Camp, James Y.	Smith, B. F.
Clarke, Dan W.	Smith, Wilmer
Cortright, George C.	Stiles, John V.
Estes, Billie Sol	Stoneham, Jack J.
Godley, Lloyd	Story, A. L.
Grayson, Charles	Stratton, Jesse G.
Hall, R. Dave	Whittington, Aven
Heidelberg, Frederic H.	

December 21, 1961
OB&F

J. P. Loftis

UNITED STATES DEPARTMENT OF AGRICULTURE
 Agricultural Stabilization & Conservation Service

Advisory Committee on Cotton

Adams, Harvey	Jackson, Harris C.
Apodaca, Miguel F.	Kohnmeyer, Herman S.
Baker, Harry S.	Miller, Joseph
Barkin, Solomon	Moore, Alexander
Barnett, Neville	Parmer, G. W.
Brady, Milton L.	Reid, George W.
Brown, Rufus	Roberts, F. Marion
Brooks, H. W.	Shuler, Lyle E.
Bulter, Eugene	Stangor, A. J.
Camp, James Y.	Smith, S. P.
Clarke, Dan W.	Smith, Walter
Conright, George C.	Stiles, John V.
Eaton, Willie Sol	Stoneman, Jack J.
Goble, Floyd	Stout, A. E.
Grayson, Charles	Strickland, James E.
Hall, R. Dave	Whittington, Avon
Heidelberg, Frederick H.	